

**ARLINGTON CITY COUNCIL
MEETING AGENDA
JANUARY 6, 2020 AT 6:30 PM
COUNCIL CHAMBERS**

The City Council is provided background information for agenda items in advance by city staff, committees and boards. Many decisions regarding agenda items are based upon this information, as well as: City policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question, please ask to be recognized by the Mayor during the "Citizens addressing the Council" portion of the agenda—state your name and address for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.

1. Call Meeting to Order and Pledge of Allegiance
2. Swearing in of Newly Appointed Official – Rick Amrhein.
3. Roll Call.
4. Approve the Agenda and any Agenda Additions.

CONSENT AGENDA

The items listed for consideration will be enacted by one motion unless the Mayor, a member of the City Council, City Staff or a person in attendance requests an item to be removed from the Agenda.

5. Approval of Consent Agenda.
 - A) Approval of Bills.
 - B) September 16, 2019 City Council Minutes.
 - C) October 7, 2019 City Council Minutes.
 - D) November 4, 2019 City Council Minutes.
 - E) December 16, 2019 City Council Minutes.
 - F) December 20, 2019 Special Workshop Meeting Minutes.
 - G) Approval of Gambling Permit for Sibley County Ag. Ass., Feb. 21, 2020 at the Community Center.
 - H) Approval of Gambling Permit for Sibley County Ag. Ass., Sept. 12, 2020 at the Community Center.
 - I) Approval of the Gambling Permit for Ridgeview Foundation for Sat. Dec. 5th for Arli-Dazzle.
 - J) Approval of 3.2 Malt Liquor License for La Villita Mexican Supermarket.

PETITIONS, REQUESTS, & COMMUNICATIONS

6. Addressing the Council
7. Announcements
 - A) Tri County Recycling Christmas/Holiday Lights and Extension Cords Recycling, Mon. – Fri. 8:00 a.m. -5:00 p.m. at Arlington City Offices.
 - B) Annual Knights of Columbus St. Arthur's Council #10172 Fish Boil Fri. Jan. 17, 2020 from 4:00 p.m. -8:00 p.m. at Arlington Community Center. Adult- \$13, Children 6-12 - \$6.00 Pay at Door.
 - C) Arlington Book Project Author Series Presents Darby and Geri Nelson Reading "For Love of a River, The Minnesota," on Sat., Jan. 18 at 2:00 p.m. at 229 West Main St.
 - D) Mages Land Auction 149 AC of Sibley County Farm Land, Tues., Jan. 28th at 10:30 a.m. at Arlington Community Center.
 - E) Sibley County Agricultural Association – Purse/Gun Bingo on Fri. Feb. 21, at the Community Center, Doors Open at 5:00 p.m. and Bingo Starts at 7:00 p.m.
8. Communication
 - A) Minnesota Department of Commerce Notification of Gas and Electric Utilities Acceptance of Comments through January 9th.
 - B) PeopleService November Water Operation & Maintenance Report.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

9. Maintenance Department Update –Maintenance Supervisor Kirby Weckworth

ORDINANCES & RESOLUTIONS

10. Resolutions

- A) 1-2020- A Resolution Appointing City Administrator and Authorizing the City of Arlington to Enter into a Contract with Amy Newsom.
- B) 2 - 2020 – A Resolution Designating the Official City Depository.
- C) 3 - 2020 – A Resolution Authorizing Signature Authority for City Accounts.
- D) 4 - 2020 - A Resolution Designating the Official Newspaper.
- E) 5 - 2020 – A Resolution Approving the 2020 City Calendar.
- F) 6 - 2020 – A Resolution Ratifying Mayoral Appointments and Committees.
- G) 7 -2020 – A Resolution Amending the 2020 Fee Schedule.
- H) 8 -2020 – A Resolution Approving a Conditional Use Permit for Veterinary Clinic at 402 West Alden Street in the B-2 Central Business District.
- I) 9- 2020 – A Resolution Appointing a New Member to the Arlington City Council.

UNFINISHED BUSINESS

- 11. Approve/Deny Development Agreement with Hemp Heaven.
- 12. Approve/Deny Letter of Understanding with Ridgeview Medical Center Regarding Ambulance Services.

NEW BUSINESS

- 13. Approve/Deny City Waste Collection Contract to Renville Sibley Sanitation L.L.C. Second Quote was from Waste Management of Minnesota Inc.
- 14. Approve/Deny the Proposed Community Center Liquor Policy.
- 15. Approve/Deny Arlington Local Water Supply Plan 2016-2026.
- 16. Approve/Deny Solid Waste Collection/Dumpster Permit for 2020 for the following: Waste Management, Renville Sibley Sanitation and Gaylord Sanitation Inc.
- 17. Approve/Deny Police Department Request to Consider Financial Support of \$500 to HAM Radio Club for their 11th Year Assisting in the Arli-Dazzle Event.

MISCELLANEOUS BUSINESS

- 18. Council Member/Committee Updates
 - A) Update on discussion with PeopleService regarding water pressure at hydrant
- 19. Open Discussion

ADJOURNMENT

Reminders:

- Planning & Zoning – Jan. 9th @ 7:00 p.m.
- Ambulance Township – Jan. 14th @ 6:00 p.m. Council Chambers



OFFICIAL OATH

State of Minnesota
County of Sibley

I, ***Rick Amrhein***, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Minnesota, and the Charter of the City of Arlington, and to discharge faithfully the duties devolving upon me as Councilmember of the City of Arlington to the best of my judgment and ability.

Councilmember

Subscribed and sworn to before me this 6th day of January, 2020.

City Administrator



OFFICIAL OATH

State of Minnesota
County of Sibley

I, ***Rick Amrhein***, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Minnesota, and the Charter of the City of Arlington, and to discharge faithfully the duties devolving upon me as Councilmember of the City of Arlington to the best of my judgment and ability.

Councilmember

Subscribed and sworn to before me this 6th day of January, 2020.

City Administrator

***Check Summary Register©**

JANUARY 2020

Name	Check Date	Check Amt	
10150 Cash			
UnPaid	101 DEVELOPMENT RESOURCE	\$16,138.35	3rd QTR - BLDG. OFFICIAL SERVICES
UnPaid	ABDO EICK & MEYERS LLP	\$6,000.00	2019 AUDIT- 1st PROGRESS PMT
UnPaid	ACTIVE 911, INC.	\$840.25	FIRE & AMB. 2020 SUBSCRIPTIONS
UnPaid	AMERIPRIDE SERVICES, INC.	\$218.43	DEC- MAT RENTALS
UnPaid	AMY NEWSOM	\$21.58	REIMB- BUSINESS CARD SUPPLY
UnPaid	BOLTON & MENK, INC.	\$6,356.12	NOV- 2019 IMP. PROJ. ENGINEERING
UnPaid	C & C CLEANING SERVICES	\$580.00	DEC- CC CLEANING
UnPaid	CANON FINANCIAL SERVICES, I	\$160.19	DEC- COPIER LEASE (OFFICE & PD)
UnPaid	CASH DISBURSEMENTS-CITY	\$17.95	DEC- MISC POSTAGE
UnPaid	CENTERPOINT ENERGY	\$2,033.28	NOV- GAS BILLS
UnPaid	CITY OF ARLINGTON	\$9,802.24	CITY UTILITY BILLS- 11/15-12/16/19
UnPaid	CRYTEEL	\$222.87	SNOW PLOW CUTTING EDGE
UnPaid	EMERGENCY MEDICAL TRAIN. S	\$700.00	EMT CLASS - FIRE & AMB
UnPaid	GAYLORD HUB	\$40.00	CITY- 2020 SUBSCRIPTION
UnPaid	GOPHER STATE ONE CALL	\$5.40	DEC- LOCATE TICKETS
UnPaid	HEIMAN FIRE EQUIPMENT	\$633.50	FIRE- 2 HELMETS
UnPaid	JAMES NOXON	\$106.00	REIMB- PD 'WINDOWS 10' LICENSING
UnPaid	JEFFERSON FIRE & SAFETY	\$8,175.00	FIRE- GEAR DRYER
UnPaid	JOHN PETTERSON	\$1,460.47	REIMB- OOMA PHONE & COMPUTERS
UnPaid	JT SERVICES	\$66,360.25	STREET LIGHT BULBS- PROJ. MATERIAL
UnPaid	LARRY LAMB	\$507.00	LIONS CENTER KITCHEN DOOR REPLACE
UnPaid	LEAGUE OF MN CITIES	\$275.00	ELECTED OFFICIAL CONF- L.GILMAN
UnPaid	LITZAU EXCAVATING	\$3,991.00	AUG & SEPT- CATCH BASIN REPAIRS (3)
UnPaid	MAC QUEEN EQUIPMENT INC	\$181.41	SNOWBLOWER PARTS
UnPaid	MADISON NATIONAL LIFE INS. C	\$49.20	JAN- DISABILITY INS. PREMIUMS
UnPaid	MATHESON TRI-GAS INC.	\$51.34	DEC- SHOP TANK RENTALS
UnPaid	MCLEOD PUBLISHING	\$82.75	DEC- PUBLISHING
UnPaid	MEDIACOM	\$771.18	JAN- PHONE & INTERNET BILLS
UnPaid	MID-AMERICAN RESEARCH CHE	\$414.73	CC- FLOOR CLEANING MATERIALS
UnPaid	MINNESOTA LIFE	\$55.47	JAN- LIFE INS. PREMIUMS
UnPaid	MINNESOTA VALLEY ELECTRIC	\$21.25	NOV- SPORTSMAN'S PARK ELEC BILL
UnPaid	MN CHIEFS OF POLICE ASSN.	\$199.00	PD- 2020 MEMBERSHIP
UnPaid	MN DEPT. OF LABOR AND INDU	\$397.80	3rd QTR- STATE BLDG. SURCHARGES
UnPaid	MN EMER. MED. SERVICES REG	\$112.00	AMB- RUN FORM SUPPLY
UnPaid	MN MUNICIPAL UTILITIES ASSN.	\$375.00	ELEC- 2020 MEMBERSHIP
UnPaid	MN RURAL WATER ASSN	\$300.00	WWW- 2020 MEMBERSHIP
UnPaid	OMEGA RAIL MANAGEMENT	\$14,779.66	2020- RR LEASE AGREEMENT FEES
UnPaid	PAT MELVIN	\$1,989.17	REIMB- 3 OFFICE & 1 SHOP COMPUTERS
UnPaid	PEOPLE SERVICE INC.	\$21,189.00	JAN- WWW SERVICES
UnPaid	R & R AUTO REPAIR	\$554.96	PD- REPAIRS IMPALA & '16 EXPLORER
UnPaid	RENVILLE SIBLEY SANITATION	\$662.98	DEC- CITY GARBAGE & RECYCLING
UnPaid	ROSS ARNESON, ATTY	\$10,842.00	4th QTR- RETAINER & LEGAL FEES
UnPaid	SIBLEY CO. RECORDER	\$46.00	RECORDING FEE- FREDIN C.U.P.
UnPaid	T.A.P.S.	\$25.00	CC- BAR LINES CLEANED 12/16/19
UnPaid	TECHSTAR IT SOLUTIONS	\$127.00	JAN- COMPUTER PMT
UnPaid	THOMES BROTHERS INC.	\$750.17	DEC- MISC CHARGES
UnPaid	VERIZON WIRELESS	\$333.44	DEC- CELL PHONE BILLS
UnPaid	WM MUELLER & SONS, INC.	\$2,047.50	DEC- SNOW HAULING
UnPaid	Y-NOT PLBG. & HTG	\$105.35	WELL HOUSE #2 FURNACE REPAIR
UnPaid	ZOLL MEDICAL CORP.	\$65.37	AMB- ELECTRODES
	Total Checks	\$181,173.61	
PAID	(30) Committee Members	+3,280.00	- 2019 Meeting attendance per-diems
	TOTAL:	\$ 184,453.61	

Payments

Current Period: JANUARY 2020

Batch Name	01-06-20 PAY Payments	User Dollar Amt	\$181,173.61		
		Computer Dollar Amt	\$181,173.61		
			\$0.00	In Balance	
Refer	10977 101 DEVELOPMENT RESOURCES,				
Cash Payment Invoice	E 101-41910-313 Building Official	3rd QTR - BLDG. OFFICIAL SERVICES		\$16,138.35	
Transaction Date	1/3/2020	Cash	10150	Total	\$16,138.35
Refer	10978 ABDO EICK & MEYERS LLP				
Cash Payment Invoice	E 101-41400-301 Auditing and Acct g Servi	2019 AUDIT- 1st PROGRESS PMT		\$6,000.00	
Transaction Date	1/3/2020	Cash	10150	Total	\$6,000.00
Refer	10979 ACTIVE 911, INC.				
Cash Payment Invoice	E 201-42280-321 Telephone	FIRE & AMB. 2020 SUBSCRIPTIONS		\$364.00	
Cash Payment Invoice	E 202-42153-321 Telephone	FIRE & AMB. 2020 SUBSCRIPTIONS		\$476.25	
Transaction Date	1/3/2020	Cash	10150	Total	\$840.25
Refer	10980 AMERIPRIDE				
Cash Payment Invoice	E 101-42110-210 Operating Supplies	DEC- MAT RENTALS		\$17.29	
Cash Payment Invoice	E 101-45500-210 Operating Supplies	DEC- MAT RENTALS		\$11.58	
Cash Payment Invoice	E 202-42153-217 Other Operating Supplie	DEC- MAT RENTALS		\$25.93	
Cash Payment Invoice	E 203-45000-410 Rentals	DEC- MAT RENTALS		\$163.63	
Transaction Date	1/3/2020	Cash	10150	Total	\$218.43
Refer	10981 AMY NEWSOM				
Cash Payment Invoice	E 101-41400-200 Office Supplies	REIMB- BUSINESS CARD SUPPLY		\$21.58	
Transaction Date	1/3/2020	Cash	10150	Total	\$21.58
Refer	10982 BOLTON & MENK, INC.				
Cash Payment Invoice	E 421-46350-303 Engineering Fees	NOV- 2019 IMP. PROJ. ENGINEERING		\$6,356.12	
Transaction Date	1/3/2020	Cash	10150	Total	\$6,356.12
Refer	10983 C & C CLEANING SERVICES				
Cash Payment Invoice	E 203-45000-300 Professional Srvs	DEC- CC CLEANING		\$580.00	
Transaction Date	1/3/2020	Cash	10150	Total	\$580.00
Refer	10984 CANON				
Cash Payment Invoice	E 101-41400-218 Office Expense	DEC- COPIER LEASE (OFFICE & PD)		\$116.19	
Cash Payment Invoice	E 101-42110-218 Office Expense	DEC- COPIER LEASE (OFFICE & PD)		\$44.00	
Transaction Date	1/3/2020	Cash	10150	Total	\$160.19
Refer	10985 CASH DISBURSEMENTS-CITY				

Payments

Current Period: JANUARY 2020

Cash Payment Invoice	E 101-41400-322 Postage	DEC- MISC POSTAGE		\$1.40
Cash Payment Invoice	E 202-42153-322 Postage	DEC- MISC POSTAGE		\$13.55
Cash Payment Invoice	E 604-49550-322 Postage	DEC- MISC POSTAGE		\$3.00
Transaction Date	1/3/2020	Cash	10150	Total \$17.95
Refer	10986 <i>CENTERPOINT ENERGY</i>			
Cash Payment Invoice	E 101-41940-383 Gas Utilities	NOV- GAS BILLS		\$270.65
Cash Payment Invoice	E 101-42110-383 Gas Utilities	NOV- GAS BILLS		\$79.25
Cash Payment Invoice	E 101-43000-383 Gas Utilities	NOV- GAS BILLS		\$220.78
Cash Payment Invoice	E 101-45202-383 Gas Utilities	NOV- GAS BILLS		\$69.25
Cash Payment Invoice	E 101-45500-383 Gas Utilities	NOV- GAS BILLS		\$53.52
Cash Payment Invoice	E 201-42280-383 Gas Utilities	NOV- GAS BILLS		\$143.68
Cash Payment Invoice	E 202-42153-383 Gas Utilities	NOV- GAS BILLS		\$118.87
Cash Payment Invoice	E 203-45000-383 Gas Utilities	NOV- GAS BILLS		\$383.69
Cash Payment Invoice	E 601-49400-383 Gas Utilities	NOV- GAS BILLS		\$224.85
Cash Payment Invoice	E 603-49450-383 Gas Utilities	NOV- GAS BILLS		\$453.15
Cash Payment Invoice	E 604-49550-383 Gas Utilities	NOV- GAS BILLS		\$15.59
Transaction Date	1/3/2020	Cash	10150	Total \$2,033.28
Refer	10987 <i>CITY OF ARLINGTON</i>			
Cash Payment Invoice	E 101-41940-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$493.90
Cash Payment Invoice	E 101-42110-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$253.27
Cash Payment Invoice	E 101-43000-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$79.49
Cash Payment Invoice	E 101-43160-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$1,135.75
Cash Payment Invoice	E 101-45202-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$231.64
Cash Payment Invoice	E 101-45500-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$125.64
Cash Payment Invoice	E 201-42280-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$157.35
Cash Payment Invoice	E 202-42153-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$379.91
Cash Payment Invoice	E 203-45000-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$1,054.97

Payments

Current Period: JANUARY 2020

Cash Payment Invoice	E 601-49400-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$2,436.73
Cash Payment Invoice	E 602-49450-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$72.35
Cash Payment Invoice	E 603-49450-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$466.23
Cash Payment Invoice	E 603-49450-381 Electric & Heat Utilities	CITY UTILITY BILLS- 11/15-12/16/19		\$2,915.01
Transaction Date	1/3/2020	Cash	10150	Total \$9,802.24
Refer	10988 <i>CRYSTEEL</i>			
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	SNOW PLOW CUTTING EDGE		\$222.87
Transaction Date	1/3/2020	Cash	10150	Total \$222.87
Refer	10989 <i>EMERGENCY MEDICAL TRAIN. SP</i>			
Cash Payment Invoice	E 201-42280-208 Training and Instruction	EMT CLASS - FIRE & AMB		\$350.00
Cash Payment Invoice	E 202-42153-208 Training and Instruction	EMT CLASS - FIRE & AMB		\$350.00
Transaction Date	1/3/2020	Cash	10150	Total \$700.00
Refer	10990 <i>GAYLORD HUB</i>			
Cash Payment Invoice	E 101-41400-433 Dues and Subscriptions	CITY- 2020 SUBSCRIPTION		\$40.00
Transaction Date	1/3/2020	Cash	10150	Total \$40.00
Refer	10991 <i>GOPHER STATE ONE CALL</i>			
Cash Payment Invoice	E 604-49550-637 Service Locations	DEC- LOCATE TICKETS		\$5.40
Transaction Date	1/3/2020	Cash	10150	Total \$5.40
Refer	10992 <i>HEIMAN FIRE EQUIPMENT</i>			
Cash Payment Invoice	E 201-42280-417 Uniforms/Outerwear	FIRE- 2 HELMETS		\$633.50
Transaction Date	1/3/2020	Cash	10150	Total \$633.50
Refer	10993 <i>JAMES NOXON</i>			
Cash Payment Invoice	E 101-42110-503 Computers/Software/We	REIMB- PD 'WINDOWS 10' LICENSING		\$106.00
Transaction Date	1/3/2020	Cash	10150	Total \$106.00
Refer	10994 <i>JEFFERSON FIRE & SAFETY</i>			
Cash Payment Invoice	E 201-42280-500 Capital Outlay	FIRE- GEAR DRYER		\$8,175.00
Transaction Date	1/3/2020	Cash	10150	Total \$8,175.00
Refer	10995 <i>JOHN PETTERSON</i>			
Cash Payment Invoice	E 101-41400-503 Computers/Software/We	REIMB- OOMA PHONE & COMPUTERS		\$149.98
Cash Payment Invoice	E 101-42110-503 Computers/Software/We	REIMB- OOMA PHONE & COMPUTERS		\$847.90
Cash Payment Invoice	E 101-42110-321 Telephone	REIMB- OOMA PHONE & COMPUTERS		\$462.59
Transaction Date	1/3/2020	Cash	10150	Total \$1,460.47

Payments

Current Period: JANUARY 2020

Refer	10996 JT SERVICES			
Cash Payment Invoice	E 401-43000-730 Construction Costs	STREET LIGHT BULBS- PROJ. MATERIAL		\$66,360.25
Transaction Date	1/3/2020	Cash	10150	Total \$66,360.25
Refer	10997 LARRY LAMB			
Cash Payment Invoice	E 101-45202-401 Repairs/Maint Buildings	LIONS CENTER KITCHEN DOOR REPLACE		\$507.00
Transaction Date	1/3/2020	Cash	10150	Total \$507.00
Refer	10998 LEAGUE OF MN CITIES			
Cash Payment Invoice	E 101-41110-182 Seminars	ELECTED OFFICIAL CONF- L.GILMAN		\$275.00
Transaction Date	1/3/2020	Cash	10150	Total \$275.00
Refer	10999 LITZAU EXCAVATING			
Cash Payment Invoice	E 101-43000-224 Street Maint Materials	AUG & SEPT- CATCH BASIN REPAIRS (3)		\$3,991.00
Transaction Date	1/3/2020	Cash	10150	Total \$3,991.00
Refer	11000 MAC QUEEN EQUIPMENT INC			
Cash Payment Invoice	E 101-43000-485 Gas and Repair Miscella	SNOWBLOWER PARTS		\$181.41
Transaction Date	1/3/2020	Cash	10150	Total \$181.41
Refer	11001 MADISON NATIONAL LIFE			
Cash Payment Invoice	E 101-41400-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$6.15
Cash Payment Invoice	E 101-41400-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$5.74
Cash Payment Invoice	E 101-41910-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$1.23
Cash Payment Invoice	E 101-41910-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$2.46
Cash Payment Invoice	E 101-42110-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$20.50
Cash Payment Invoice	E 101-43000-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$6.97
Cash Payment Invoice	E 101-46500-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$1.64
Cash Payment Invoice	E 101-46500-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$3.28
Cash Payment Invoice	E 203-45000-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$2.46
Cash Payment Invoice	E 203-45000-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		-\$2.46
Cash Payment Invoice	E 604-49550-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		\$6.15
Cash Payment Invoice	E 604-49550-131 Employer Paid Health/Lif	JAN- DISABILITY INS. PREMIUMS		-\$4.92
Transaction Date	1/3/2020	Cash	10150	Total \$49.20
Refer	11002 MATHESON TRI-GAS			
Cash Payment Invoice	E 101-43000-210 Operating Supplies	DEC- SHOP TANK RENTALS		\$51.34

Payments

Current Period: JANUARY 2020

Transaction Date	1/3/2020	Cash	10150	Total	\$51.34
Refer	11003 MCLEOD PUBLISHING				
Cash Payment Invoice	E 101-41910-351 Legal Notices Publishing	DEC- PUBLISHING			\$56.00
Cash Payment Invoice	E 203-45000-340 Advertising	DEC- PUBLISHING			\$26.75
Transaction Date	1/3/2020	Cash	10150	Total	\$82.75
Refer	11004 MEDIACOM				
Cash Payment Invoice	E 101-41400-321 Telephone	JAN- PHONE & INTERNET BILLS			\$308.66
Cash Payment Invoice	E 101-42110-321 Telephone	JAN- PHONE & INTERNET BILLS			\$169.53
Cash Payment Invoice	E 101-43000-321 Telephone	JAN- PHONE & INTERNET BILLS			\$96.90
Cash Payment Invoice	E 101-45500-321 Telephone	JAN- PHONE & INTERNET BILLS			\$47.03
Cash Payment Invoice	E 201-42280-321 Telephone	JAN- PHONE & INTERNET BILLS			\$52.03
Cash Payment Invoice	E 202-42153-321 Telephone	JAN- PHONE & INTERNET BILLS			\$97.03
Transaction Date	1/3/2020	Cash	10150	Total	\$771.18
Refer	11005 MID-AMERICAN RESEARCH CHEM				
Cash Payment Invoice	E 203-45000-210 Operating Supplies	CC- FLOOR CLEANING MATERIALS			\$414.73
Transaction Date	1/3/2020	Cash	10150	Total	\$414.73
Refer	11006 MINNESOTA LIFE				
Cash Payment Invoice	E 101-41400-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$6.66
Cash Payment Invoice	E 101-41400-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$8.50
Cash Payment Invoice	E 101-41910-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$1.27
Cash Payment Invoice	E 101-42110-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$21.82
Cash Payment Invoice	E 101-43000-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$6.58
Cash Payment Invoice	E 101-46500-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$1.71
Cash Payment Invoice	E 203-45000-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$2.27
Cash Payment Invoice	E 604-49550-131 Employer Paid Health/Lif	JAN- LIFE INS. PREMIUMS			\$6.66
Transaction Date	1/3/2020	Cash	10150	Total	\$55.47
Refer	11007 MINNESOTA VALLEY ELECTRIC C				
Cash Payment Invoice	E 101-45202-381 Electric & Heat Utilities	NOV- SPORTSMAN'S PARK ELEC BILL			\$21.25
Transaction Date	1/3/2020	Cash	10150	Total	\$21.25
Refer	11008 MN CHIEFS OF POLICE ASSN.				

Payments

Current Period: JANUARY 2020

Cash Payment Invoice	E 101-42110-433 Dues and Subscriptions	PD- 2020 MEMBERSHIP		\$199.00
Transaction Date	1/3/2020	Cash	10150	Total \$199.00
Refer	11009 MN DEPT. OF LABOR AND INDUST			
Cash Payment Invoice	E 101-41910-313 Building Official	3rd QTR- STATE BLDG. SURCHARGES		\$397.80
Transaction Date	1/3/2020	Cash	10150	Total \$397.80
Refer	11010 MN EMER. MED. SERVICES REG.			
Cash Payment Invoice	E 202-42153-217 Other Operating Supplie	AMB- RUN FORM SUPPLY		\$112.00
Transaction Date	1/3/2020	Cash	10150	Total \$112.00
Refer	11011 MN MUNICIPAL UTILITIES ASSN.			
Cash Payment Invoice	E 604-49550-433 Dues and Subscriptions	ELEC- 2020 MEMBERSHIP		\$375.00
Transaction Date	1/3/2020	Cash	10150	Total \$375.00
Refer	11012 MN RURAL WATER ASSN			
Cash Payment Invoice	E 601-49400-433 Dues and Subscriptions	W/WW- 2020 MEMBERSHIP		\$300.00
Transaction Date	1/3/2020	Cash	10150	Total \$300.00
Refer	11013 MN VALLEY REGION RAIL AUTHO			
Cash Payment Invoice	E 101-43000-170 Permits and Licenses	2020- RR LEASE AGREEMENT FEES		\$515.00
Cash Payment Invoice	E 101-45202-170 Permits and Licenses	2020- RR LEASE AGREEMENT FEES		\$515.00
Cash Payment Invoice	E 601-49400-170 Permits and Licenses	2020- RR LEASE AGREEMENT FEES		\$643.70
Cash Payment Invoice	E 602-49450-170 Permits and Licenses	2020- RR LEASE AGREEMENT FEES		\$1,174.00
Cash Payment Invoice	E 604-49550-170 Permits and Licenses	2020- RR LEASE AGREEMENT FEES		\$10,541.96
Cash Payment Invoice	E 605-49600-170 Permits and Licenses	2020- RR LEASE AGREEMENT FEES		\$1,390.00
Transaction Date	1/3/2020	Cash	10150	Total \$14,779.66
Refer	11014 PAT MELVIN			
Cash Payment Invoice	E 101-41400-503 Computers/Software/We	REIMB- 3 OFFICE & 1 SHOP COMPUTERS		\$1,774.13
Cash Payment Invoice	E 101-43000-503 Computers/Software/We	REIMB- 3 OFFICE & 1 SHOP COMPUTERS		\$215.04
Transaction Date	1/3/2020	Cash	10150	Total \$1,989.17
Refer	11015 PEOPLE SERVICE, INC.			
Cash Payment Invoice	E 601-49400-180 Operator Contract	JAN- W/WW SERVICES		\$9,240.00
Cash Payment Invoice	E 602-49450-180 Operator Contract	JAN- W/WW SERVICES		\$622.00
Cash Payment Invoice	E 603-49450-180 Operator Contract	JAN- W/WW SERVICES		\$11,142.00
Cash Payment Invoice	E 603-49450-392 Testing	JAN- W/WW SERVICES		\$185.00

Payments

Current Period: JANUARY 2020

Transaction Date		Cash	10150	Total	
1/3/2020				\$21,189.00	
Refer	11016 R & R AUTO REPAIR				
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	PD- REPAIRS IMPALA & '16 EXPLORER		\$554.96	
1/3/2020				\$554.96	
Refer	11017 RENVILLE SIBLEY SANITATION				
Cash Payment Invoice	E 101-41940-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$8.00	
Cash Payment Invoice	E 101-42110-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$6.00	
Cash Payment Invoice	E 101-43000-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$35.79	
Cash Payment Invoice	E 101-43000-385 Recycling	DEC- CITY GARBAGE & RECYCLING		\$468.00	
Cash Payment Invoice	E 101-45202-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$32.79	
Cash Payment Invoice	E 101-45500-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$10.30	
Cash Payment Invoice	E 201-42280-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$8.80	
Cash Payment Invoice	E 202-42153-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$4.50	
Cash Payment Invoice	E 203-45000-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$56.00	
Cash Payment Invoice	E 603-49450-384 Refuse/Garbage Dispos	DEC- CITY GARBAGE & RECYCLING		\$32.80	
1/3/2020				\$662.98	
Refer	11018 ROSS ARNESON, ATTY				
Cash Payment Invoice	E 101-41600-300 Professional Svcs	4th QTR- RETAINER & LEGAL FEES		\$697.00	
Cash Payment Invoice	E 101-41600-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$1,420.00	
Cash Payment Invoice	E 101-41910-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$705.00	
Cash Payment Invoice	E 101-42110-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$6,275.00	
Cash Payment Invoice	E 101-46500-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$30.00	
Cash Payment Invoice	E 201-42280-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$25.00	
Cash Payment Invoice	E 202-42153-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$225.00	
Cash Payment Invoice	E 203-45000-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$225.00	
Cash Payment Invoice	E 204-46550-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$495.00	
Cash Payment Invoice	E 207-49990-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$95.00	
Cash Payment Invoice	E 401-43000-730 Construction Costs	4th QTR- RETAINER & LEGAL FEES		\$575.00	

Payments

Current Period: JANUARY 2020

Cash Payment Invoice	E 601-49400-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$25.00
Cash Payment Invoice	E 605-49600-304 Legal Fees	4th QTR- RETAINER & LEGAL FEES		\$50.00
Transaction Date	1/3/2020	Cash	10150	Total \$10,842.00
Refer	11019 SIBLEY CO. RECORDER			
Cash Payment Invoice	E 101-41910-304 Legal Fees	RECORDING FEE- FREDIN C.U.P.		\$46.00
Transaction Date	1/3/2020	Cash	10150	Total \$46.00
Refer	11020 T.A.P.S.			
Cash Payment Invoice	E 203-45000-406 Repairs, Supplies & Oth	CC- BAR LINES CLEANED 12/16/19		\$25.00
Transaction Date	1/3/2020	Cash	10150	Total \$25.00
Refer	11021 TECHSTAR			
Cash Payment Invoice	E 101-41400-218 Office Expense	JAN- COMPUTER PMT		\$127.00
Transaction Date	1/3/2020	Cash	10150	Total \$127.00
Refer	11022 THOMES BROTHERS HARDWARE			
Cash Payment Invoice	E 101-41940-220 Repair/Maint Supply	DEC- MISC CHARGES		\$181.87
Cash Payment Invoice	E 101-42110-480 Gas & Repair-Police Car	DEC- MISC CHARGES		\$10.47
Cash Payment Invoice	E 101-43000-210 Operating Supplies	DEC- MISC CHARGES		\$29.46
Cash Payment Invoice	E 101-43000-387 Christmas Lighting	DEC- MISC CHARGES		\$23.78
Cash Payment Invoice	E 203-45000-210 Operating Supplies	DEC- MISC CHARGES		\$388.65
Cash Payment Invoice	E 203-45000-406 Repairs, Supplies & Oth	DEC- MISC CHARGES		\$73.97
Cash Payment Invoice	E 601-49400-636 Supplies & Repairs	DEC- MISC CHARGES		\$10.00
Cash Payment Invoice	E 603-49450-636 Supplies & Repairs	DEC- MISC CHARGES		\$31.97
Transaction Date	1/3/2020	Cash	10150	Total \$750.17
Refer	11023 VERIZON WIRELESS			
Cash Payment Invoice	E 101-42110-321 Telephone	DEC- CELL PHONE BILLS		\$164.77
Cash Payment Invoice	E 101-43000-321 Telephone	DEC- CELL PHONE BILLS		\$108.12
Cash Payment Invoice	E 202-42153-321 Telephone	DEC- CELL PHONE BILLS		\$32.79
Cash Payment Invoice	E 604-49550-321 Telephone	DEC- CELL PHONE BILLS		\$27.76
Transaction Date	1/3/2020	Cash	10150	Total \$333.44
Refer	11024 WM MUELLER & SONS, INC.			
Cash Payment Invoice	E 101-43000-486 Snow Removal	DEC- SNOW HAULING		\$2,047.50

Payments

Current Period: JANUARY 2020

Transaction Date	1/3/2020	Cash	10150	Total	\$2,047.50
Refer	11025 Y-NOT PLBG. & HTG				
Cash Payment Invoice	E 101-43000-401	Repairs/Maint Buildings	WELL HOUSE #2 FURNACE REPAIR		\$52.67
Cash Payment Invoice	E 601-49400-401	Repairs/Maint Buildings	WELL HOUSE #2 FURNACE REPAIR		\$52.68
Transaction Date	1/3/2020	Cash	10150	Total	\$105.35
Refer	11026 ZOLL MEDICAL CORP.				
Cash Payment Invoice	E 202-42153-217	Other Operating Supplie	AMB- ELECTRODES		\$65.37
Transaction Date	1/3/2020	Cash	10150	Total	\$65.37

Fund Summary

	10150 Cash
101 General Fund	\$49,642.95
201 Fire Fund	\$9,909.36
202 Ambulance Fund	\$1,901.20
203 Community Center Fund	\$3,394.66
204 EDA Loan Programs Fund	\$495.00
207 Cemetery Fund	\$95.00
401 Capital Equipment Fund	\$66,935.25
421 2019 Street Imp. Const. Fund	\$6,356.12
601 Water Fund	\$12,932.96
602 Sewer Fund	\$1,868.35
603 AGI Sewer Fund	\$15,226.16
604 Electric Fund	\$10,976.60
605 Storm Water Drainage Fund	\$1,440.00
	<u>\$181,173.61</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$181,173.61
Total	<u>\$181,173.61</u>

**ARLINGTON CITY COUNCIL
MEETING MINUTES & AGENDA
SEPTEMBER 16, 2019**

1. Call Meeting to Order and Pledge of Allegiance.

Mayor Nagel called the meeting to order and the Pledge of Allegiance was recited.

Mayor Nagel then began the meeting with a reading of Resolution 51-2019 – A Resolution Appointing a New Member to the Arlington City Council.

Introduced by Jaszewski, Second by Hatlestad, roll call vote then taken and all Councilmembers present voted to APPROVE this Resolution.

Councilmember Jaszewski introduced the following resolution and moved for its adoption:

RESOLUTION 51-2019

A RESOLUTION APPOINTING A NEW MEMBER TO THE ARLINGTON CITY COUNCIL

WHEREAS, a vacancy exists on the Arlington City Council due to the resignation of Council Member Heiland, said resignation given by Council Member Heiland effective the closing of the August 19, 2019 meeting;

WHEREAS, pursuant to City Council Resolution 43-2019, the resignation of Council Member Heiland has been accepted by the City Council and a vacancy has been declared as of the close of the Council meeting on August 19th;

WHEREAS, Laura Gilman is an individual eligible and well-qualified to fill the office of Arlington City Council Member until the completion of the existing term;

WHEREAS, Chapter 3, Section 13 of the Arlington City Charter allows for a vacancy to be filled for the unexpired terms of such official by resolution of the Council:

NOW THEREFORE BE IT RESOLVED, that the City Council of Arlington hereby appoints Laura Gilman as a member of the Arlington City Council to serve in such office until the completion of former Council member Jim Heiland's term.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Hatlestad, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Jaszewski; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16th day of September, 2019.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

2. Swearing in of Newly Appointed Official – Laura Gilman.

Mayor Nagel then swore in new Councilmember Laura Gilman.

3. Roll Call

Councilmembers present: Battcher, Cowell, Hatlestad, Jaszewski, Gilman.

Also present: City Atty. Arneson; City Adm. Melvin; Audience: Kenny Gilman (husband of Laura Gilman); Representative of Wm. Mueller Excavating; Kurt Menk of the Arlington Enterprise; Police Officer James Noxon arrived later.

4. Approve the Agenda and any Agenda Additions.

Addition made of 5.A. Approval of the September 4, 2019 Special Meeting Minutes.
Removal of 12.C. Resolution 53-2019 – A Resolution Ratifying New Mayoral Appointments and Committees.

Motion by Battcher, Second by Cowell, and passed by unanimous vote of those present, to approve the Agenda with additions and removals.

CONSENT AGENDA

- 5. Approval of Consent Agenda.
 - A) Approval of the September 4, 2019 Special Meeting Minutes. *(added)*
 - B) Approval of the September 5, 2019 Closed Meeting Minutes.
 - C) Approve Hiring Serhiy Karachenets as an EMT for Arlington Ambulance.
 - D) Approval to Close Portions of Douglas St., 4th St., Main St. and 1st Ave. N. for SE Homecoming Parade on Fri. Sept. 27th.
 - E) Approval of Bills.

Motion by Cowell, Second by Battcher, and passed by unanimous vote of those present, to approve the Consent Agenda, with additions, as presented.

PETITIONS, REQUESTS, & COMMUNICATIONS

6. Addressing the Council

There was no one present to address the Council at this portion of the meeting.

7. Announcements

- A) BizLinkNorth, Presentation on Succession Planning, Sept. 19 @ 6:30 pm, Arlington Community Center, Free Admission.
- B) Arlington Farmer’s Market, Monday Evenings - September 23rd, Arlington Community Center Parking Lot, 4:00 – 6:30 p.m.
- C) Fall Fire and Ambulance Appreciation Open House, Wed. Sept. 25th, 6:00 p.m. Includes Meal, Arlington EMS Building.
- D) Arlington Fire Department’s Fall Block Party, Sat. Oct. 5th, 5 p.m. – 12 a.m., Meal & Music, Heritage Building, Sibley County Fairgrounds.
- E) Arlington’s Fall Craft & Gift Expo, Sat. Oct. 5th, 9:00 a.m.- 2:00 p.m.(Free Admission) Arlington Community Center.
- F) Zuhrah Shriners Ho-Ho Area Shrine Club Breakfast, Sun. Oct. 6th, 8:30 a.m.-12:30 p.m., Arlington Community Center.
- G) League of MN Cities Regional Meetings, Oct. 10th in Sleepy Eye; Oct.16th in Waite Park; and Oct. 30th in Spring Valley.
- H) Arlington Chamber of Commerce’s Halloween Fright Night, Thurs. Oct. 31st, 5:30 - 7:00 p.m., Main Street from Hwy 5 to 1st Avenue on Both Sides of the Street.

City Adm. Melvin presented the Announcements as written.

8. Communications.

None presented.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

9. Maintenance Department Update – Kirby Weckworth

Maintenance Supervisor Weckworth presented his monthly report to the Council. He advised the Council that the department had prepped and cleaned the Park for the Arlington Night Out event. The Department is also working on street light repairs, put chips in the parks, mats under the swings, swept streets, filled street cracks, painted signs at the parks, watered trees, cut down trees that needed to be removed, tree pruning, five catch basin repairs, patched sinkholes in the street, mosquito spraying, assembled and installed shelves at the library, did some hot patching to the streets, curbs painted around school, attended budget meetings, and worked on CIP. Kirby also met with a contractor regarding repairs to the roof at the police station to address the leaks that are occurring.

This following item was moved up in the agenda to discuss being that Weckworth was present:

14. Approve/Deny \$12,770 Increase to Reconstruct West Adams Between 7th and 7 1/2 Avenue With Original Bid of \$20,832 Due to Poor Conditions of Base Requiring 12” vs. 4” of New Base.

Brad from Wm. Mueller & Sons was then invited to come forward to speak in regard to New Business Item #14 – Approve/Deny \$12,770 Increase to Reconstruct West Adams Between 7th and 7 1/2 Avenue With Original Bid of \$20,832 Due to Poor Conditions of Base Requiring 12” vs. 4” of New Base. Brad presented the information to the Council as to why it was that when the project was bid it was missed that there was substandard base which needed to be repaired prior to putting the new base in. This substandard base then necessitated an increase to their original bid. Questions were asked by the Mayor, Councilmembers, and Adm. Melvin, which were answered by Brad and Weckworth.

Motion by Hatlestad, second by Jaszewski, and passed by unanimous vote of those present, to APPROVE the \$12,770 Increase to Reconstruct West Adams Between 7th and 7 1/2 Avenue With Original Bid of \$20,832 Due to Poor Conditions of Base Requiring 12” vs. 4” of New Base.

10. Police Department Update – Chief John Petterson

Police Chief Petterson came forward to present his police dept. update. The packet included a full statistics report, were 353 calls in Aug. 2018, and 429 calls in Aug. 2019 that were responded to by the police dept.; year to date there were 2,056 calls in 2018, and currently they have responded to 2,918 calls. There were questions as to how the shifts are staffed which were answered by the Chief. Officer Holasek is out this week attending EMT training. The PD now has their own prescription disposal box at the police station, as well as a SHARPS container for disposal of needles. Since the PD has their camera system installed, the disposal areas are able to be monitored at all times. All of the PD officers recently attended LMC sponsored de-escalation training. There is also additional training on this being conducted by the Sheriff’s Office, which the PD officers are also attending. Chief is requesting/advising that one of the mobile generator lights be used in the parking lot at the Sibley East football games to help with issues which have been occurring. There was discussion as to streets in this area which do not have any street lights and it is very dark. The PD will provide traffic control for the upcoming Sibley East homecoming parade.

ORDINANCES & RESOLUTIONS

11. Ordinances

No ordinances presented at this meeting.

12. Resolutions

A) 51-2019 – A Resolution Appointing a New Member to the Arlington City Council.

The above referenced Resolution 51-2019 was approved earlier in the meeting with the Appointment of Laura Gilman.

B) 52-2019 - A Resolution Recognizing National Pregnancy and Infant Loss Awareness Day.

Motion by Battcher, Second by Cowell, and passed by unanimous vote of those present via roll call vote to APPROVE this resolution.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION 52-2019

RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS AWARENESS DAY

Whereas, Infants Remembered In Silence, Inc. (IRIS) and many other nonprofit organizations work with thousands of parents all over Minnesota and across the United States who have experienced the death of a child during pregnancy through early childhood; and

Whereas, Many of these parents live in, deliver in, have a child die in, or a bury a child in our community; and

Whereas, Infants Remembered In Silence (IRIS) a 501(c)(3) nonprofit organizations was founded 1987, 31years ago, to support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC) sudden infant death syndrome (SIDS), illness, accidents, and all other types of infants and early childhood death; and

Whereas, Bereaved parents around the world remember their children annually on October 15 with a candle lighting at 7 pm. Some will remember their child/children in their homes while other will remember them in small gatherings around the state, across the nation and around the world; and would unify these parents in tribute to their children; and

Whereas, In 1988, President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month; and

Whereas, In honor of the thousands of children that die each year in Minnesota Infants Remembered In Silence, Inc. (IRIS) respectfully request that October 15th, 2019 be recognized as Pregnancy and Infants Loss Remembrance Day.

Now, Therefore, be it Resolved by the City Council of the City of Arlington that October 15th, 2019 be recognized as Pregnancy and Infants Loss Remembrance Day.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Cowell, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Jaszewski, Gilman; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16th day of September, 2019.

Signed: _____ Attest: _____
Mayor City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

C) ~~53-2019 – A Resolution Ratifying New Mayoral Appointments and Committees.~~ (removed)

D) 53-2019 – Approving the Application for a Lawful Gambling Permit for the Arlington Fire Relief Association to Conduct Gambling at the Double Tap. (Resolution number changed to reflect the removal of the previous resolution.)

Motion by Cowell, Second by Battcher, and passed by unanimous vote of those present via roll call vote, to APPROVE this Resolution.

Councilmember Cowell introduced the following resolution and moved for its adoption:

RESOLUTION 53-2019

A RESOLUTION APPROVING THE APPLICATION FOR A LAWFUL GAMBLING PERMIT FOR THE ARLINGTON FIRE RELIEF ASSOCIATION

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Arlington hereby approves the application for a Lawful Gambling Permit as submitted by the Arlington Fire Relief Association to conduct gambling at Double Tap.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Battcher, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Jaszewski, Gilman; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16th day of September, 2019.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

E) ~~54-2019 – Resolution Authoring Transfer of Funds from the General Fund.~~ (Resolution number changed to reflect the removal of previous resolution.)

Adm. Melvin presented the transfers which were being requested and the reasons for said transfer.

Motion by Battcher, Second by Hatlestad, and passed by unanimous vote of those present via roll call vote, to APPROVE this Resolution.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION 54-2019

A RESOLUTION TRANSFERRING CITY FUNDS

WHEREAS, sound financial planning by the City Council of the City of Arlington and City Staff is the purpose behind the transfer and closing of funds; and

WHEREAS, the City Council deems it expedient under the circumstances to transfer the following funds:

- \$ 52,059.76 -- From the General Fund (101) to the 2008 Equip Cert (320)
- \$ 16,338.00 -- From the AGI Sewer Fund (603) to the 2008 Equip Cert (320)
To cover Final Debt Service Payment, and close out Fund #320

- \$ 81,733.44 -- From 2017 Street Imp. Const. Fund (418) to the 2017 Imp. Sinking Fund (318).
To close out construction fund and appropriately transfer balance into debt fund.

\$ 50,000.00 -- From the General Fund (101) to the Community Center Fund (203)
To cover Special Revenue Fund deficit as budgeted

NOW THEREFORE BE IT RESOLVED, that the aforementioned funds are hereby closed and/or transferred to the above mentioned funds of the City of Arlington.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember **Hatlestad**; and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Hatlestad, Jaszewski, Gilman; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 16th day of September, 2019.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

UNFINISHED BUSINESS

13. Review and Discuss Draft Purchase Agreement with Hemp Heaven for Acquisition of the 22 Acres under the Arlington Commercial Lots Policy.

Adm. Melvin spoke in regard to the continued discussions occurring and the most recent Purchase Agreement draft between the City and Hemp Heaven. City Atty. Arneson answered questions as to several changes which have been made to the various Purchase Agreement drafts. There were questions asked regarding if the City would be protected if the company filed bankruptcy prior to 5 years and City Atty. Arneson advised that any financing company involved would have first right to the property over the City. Hemp Heaven is looking at possibly building their own drying facility as opposed to utilizing Northland Drying due to the sprinkler requirements for any hemp drying facility. The EDA will need to conduct a Public Hearing prior to any finalization of an agreement. Hemp Heaven is able to access the property due to an inter-relationship between Northland Drying and Hemp Heaven, but there is going to be a signed agreement between those businesses. Atty. Arneson opined that there will likely be a permanent easement granted to Hemp Heaven to guarantee access whether or not Northland Drying continues or ceases to exist. There was a consensus by the Council to continue to move forward with this process.

NEW BUSINESS

14. Approve/Deny \$12,770 Increase to Reconstruct West Adams Between 7th and 7 1/2 Avenue With Original Bid of \$20,832 Due to Poor Conditions of Base Requiring 12" vs. 4" of New Base.

The above item was discussed and approved in coordination with the Maintenance Dept. update above.

15. Discussion and Review of EDA Director's Performance.

Adm. Melvin addressed the Council in regard to this item and it was opened to the Council for discussion. Consensus was that Amy is doing an excellent job and the Council is happy to have her here and working for the City of Arlington.

16. Set a Special Council Meeting for Thursday, September 26 at 7:00 p.m. at the Arlington Council Chambers to Set the Preliminary Tax Levy for 2020.

Administrator Melvin advised that he has been working with departments obtaining their 2020 wish lists and things are at the point that the Council needs to meet in order to set the Preliminary Tax Levy for 2020. A Preliminary Tax Levy can be set at this initial meeting which can be reduced at a later meeting but the number set cannot be exceeded.

This date will work for Councilmembers Battcher, Cowell and Gilman and there should thus be a quorum.

17. Approve/Deny Purchase of Snow Wheels from MacQueen Equipment, St. Paul MN to Extend the Life of the Snow Blower and Payloader for \$9,459.01 with Funding from the General Fund.

Adm. Melvin presented information which was gained from a meeting that occurred with the Finance Committee and a representative of MacQueen Equipment that snow wheels can be purchased and installed on the snow blower to extend the life of the Snow Blower and Payloader.

There was discussion among the Council about these wheels, and the rationale for installing them, hoping to be able to postpone the purchase of a new payloader for a couple of years yet.

Motion by Battcher, Second by Jaszewski, and passed by a unanimous vote of those present to APPROVE Purchase of Snow Wheels from MacQueen Equipment, St. Paul, MN to Extend the Life of the Snow Blower and Payloader for \$9,459.01 with Funding from the General Fund.

MISCELLANEOUS BUSINESS

18. Council Member/Committee Updates.

was a Street/Finance Committee meeting, in which the snow wheels previously referred to were discussed. There has not been a recent meeting of the Cable Commission or a Police Committee meeting. Additionally in the Finance Committee meeting discussed were the resignation of Annie Willmsen, the challenges which this is creating, the budgets, CIP. There was a discussion with Superintendent Amsden regarding the snow removal rates increase by the City with the School District.

The Council still needs to be put together a Sex Offender Ordinance, as well as continue to work on the outdoor storage ordinance/code changes.

19. Open Discussion

Adm. Melvin advised that he has again spoken with a homeowner who lives on Meadowlark and continues to request that the Council/City do something to remove the water hazard that occurs on that private property when flooding occurs. Atty. Arneson advised that he feels the City has no responsibility to do anything to mitigate this as it is a flood plain area which was known when the property was built on/purchased. The Council requests that Adm. Melvin reach out to City Engineer Jason Femrite to obtain more detailed information in order to provide a response to the homeowner. Once this is received from Femrite the information will be provided to the Council for their knowledge also.

ADJOURNMENT

Reminders:

Library - September 17th @ 5:30 pm

Township/Fire/Ambulance - September 25th @ 6 pm

Mayor Nagel acknowledged the resignation of Councilmember Jaszewski and that this was his last meeting. He will be missed.

Motion by Jaszewski, second by Hatlestad, and passed by unanimous vote of those present, to ADJOURN the meeting at 8:13 p.m.

City Administrator Patrick Melvin

Mayor Richard Nagel

**ARLINGTON CITY COUNCIL
MEETING AGENDA AND MINUTES
OCTOBER 7, 2019**

1. Call Meeting to Order and Pledge of Allegiance

Mayor Nagel called the meeting to order at 6:30 p.m. and the Pledge of Allegiance was recited.

The meeting then began with Mayor Nagel reading Resolution 56-2019 – A Resolution Appointing a New Member to the Arlington City Council.

Resolution 56-2019 was introduced by Battcher, Second by Hatlestad, roll call vote then taken and all Councilmembers present voted to APPROVE this Resolution.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION 56-2019

A RESOLUTION APPOINTING A NEW MEMBER TO THE ARLINGTON CITY COUNCIL

WHEREAS, a vacancy exists on the Arlington City Council due to the resignation of Council Member Jaszewski, said resignation given by Council Member Heiland effective September 17, 2019;

WHEREAS, pursuant to City Council Resolution 49-2019, the resignation of Council Member Jaszewski has been accepted by the City Council and a vacancy has been declared as of September 17th, 2019;

WHEREAS, Joe Morgan is an individual eligible and well-qualified to fill the office of Arlington City Council Member until the completion of the existing term;

WHEREAS, Chapter 3, Section 13 of the Arlington City Charter allows for a vacancy to be filled for the unexpired terms of such official by resolution of the Council:

NOW THEREFORE BE IT RESOLVED, that the City Council of Arlington hereby appoints Joe Morgan as a member of the Arlington City Council to serve in such office until the completion of former Council member Ben Jaszewski's term.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Hatlestad, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Gilman, Hatlestad; and the following voted against the same: None; and the following abstained from voting: None and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 7th day of October, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

2. Swearing in of Newly Appointed Official – Joe Morgan.

Mayor Nagel then administered the Oath of Office and swore in new Councilmember Joe Morgan.

3. Roll Call

Councilmembers present: Battcher, Cowell, Hatlestad, Gilman, Morgan.

Also present: City Atty. Arneson; City Adm. Melvin; Audience: Lisa Pasvogel, Casandra Barnes, Police Chief Petterson; Kurt Menk of the Arlington Enterprise.

4. Approve the Agenda and any Agenda Additions

Adm. Melvin asked that Item #5.C. be REMOVED from the agenda.

Motion by Battcher, Second by Cowell, to APPROVE the Agenda as AMENDED.

CONSENT AGENDA

5. Approval of Consent Agenda.

A) Approval of the September 26, 2019 Special Council Meeting Minutes.

B) Accept resignation of Bekah Lundstrom from the Community Center Committee.

~~C) Approve Temporary On-Sale Liquor License (1-4 day) for Relay for Life. (removed)~~

C) Approval of Bills.

Motion by Cowell, Second by Gilman, and passed by unanimous vote of those present, to APPROVE the Consent Agenda as AMENDED.

PETITIONS, REQUESTS, & COMMUNICATIONS

6. Addressing the Council

Lisa Pasvogel came forward from the audience to Address the Council in regard to continuing noise issues with Northland Drying.

Adm. Melvin also advised the Council of several phone calls he had received today from several residents who wanted to also have the Council notified of their objection to the noise and the smell, but they were unable to attend tonight's meeting.

7. Announcements

A) League of MN Cities Regional Meetings, Oct. 10th in Sleepy Eye; Oct. 16th in Waite Park; and Oct. 30th in Spring Valley.

B) Arlington Chamber of Commerce's Halloween Fright Night, Thurs. Oct. 31st, 5:30 - 7:00 p.m., Main Street from Hwy 5 to 1st Avenue on Both Sides of the Street.

C) Fall Care Event, Thurs. Nov. 7th, @ 2:00 p.m. and 6:00 p.m. Arlington Community Center, Robin Thompson presenting "What's New in Medicare for 2020."

D) Ridgeview Sibley Medical Center Flu Immunization Clinic Wed. Oct. 16, 8:00 a.m. – 5 p.m., Arlington Community Center.

Adm. Melvin presented the Announcements as written.

8. Communications.

A) PeopleService – August Water Operation & Maintenance Report

Adm. Melvin spoke in regard to the report which had been provided by PeopleService for August. They have implemented some changes to procedures such as exercising water valves establishing a schedule which will have them turning 1/3 of the valves in the City each year on a rotating basis. Some items in the report were discussed in more depth by the Council. There were questions as to whether PeopleService has started to do the monthly monitoring of the Fair grounds. Additionally the Council would like to see the numbers from Green Isle once the valve is installed.

B) Acknowledge Lawsuit Against the City of Arlington on Behalf of Precious Stier and Joy Schwanke.

Adm. Melvin invited Atty. Arneson to elaborate on this issue. Atty. Arneson provided additional information regarding this lawsuit which is regarding an issue which occurred several months ago at the City Cemetery. This lawsuit is being turned over to the League of MN Cities to represent the City's interest in this matter. Atty. Arneson believes the City responded appropriately to this matter and spent a great deal of time rectifying the situation.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

9. Maintenance Department Update – Kirby Weckworth.

Weckworth had another commitment and this update will be discussed later in the Council meeting.

ORDINANCES & RESOLUTIONS

10. Resolutions

A) 56-2019 – A Resolution Appointing a New Member to the Arlington City Council.

This was done under Item #1.

B) 57-2019 – A Resolution Ratifying New Mayoral Appointments and Committees.

Mayor Nagel presented this Resolution and asked that if any of the Councilmembers wanted to be on different committees in the new year, that they speak to him and let him know so that changes can be made for the 2020 Mayoral Appointments and Committees.

(insert Resolution)

Resolution 57-2019 was introduced by Battcher, Second by Hatlestad, and passed by unanimous roll call vote of those present, to APPROVE this Resolution.

C) 58-2019 - A Resolution Relating To Designating Polling Place Locations For All Elections In 2020.

Adm. Melvin presented information regarding this Resolution to the Council explaining the changes which are occurring in 2020, such as Arlington Township has elected to utilize mail in ballots in 2020 and so they will not be utilizing the Community Center for the 2020 elections.

Resolution 58-2019 was introduced by Cowell, Second by Battcher, and passed by unanimous roll call vote of those present, to APPROVE this Resolution.

Councilmember Cowell introduced the following resolution and moved for its adoption:

RESOLUTION 58-2019

A RESOLUTION RELATING TO DESIGNATING POLLING PLACE LOCATION FOR ALL ELECTIONS IN 2020

WHEREAS, The City of Arlington is an election precinct within the County of Sibley;

WHEREAS, pursuant to Minnesota Statutes, Section 204B.16, subd. 1, by December 31 of each year (December 4 of 2019 due to Presidential Nomination Primary Election – M.S. 204B.16, subd. 3), the Council must designate by ordinance or resolution a polling place for each election precinct. The polling place designated in the ordinance or resolution is the polling place for the following calendar year, unless a change is made:

- (a) pursuant to section 204B.175;
- (b) because a polling place has become unavailable; or

THEREFORE, BE IT RESOLVED, it is hereby found, determined, and declared by the City Council of Arlington, State of Minnesota as follows:

The Council designates the polling place to serve all of the precincts located within the boundaries of the City of Arlington for all elections in 2020 and the voting hours shall be between 7:00 a.m. and 8:00 p.m. The polling place is as follows:

POLLING PLACE:
Arlington Community Center
204 Shamrock Drive
Arlington, MN 55307

The City Administrator is hereby authorized and directed to file a certified copy of this resolution with the County Auditor-Treasurer of Sibley County by December 4, 2019 for the next calendar year.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Battcher, and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Gilman, Hatlestad, Morgan; and the following abstained: None; and the following were absent: None.

The foregoing resolution was adopted by the City Council of the City of Arlington this 7th day of October, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

OLD BUSINESS

11. Update on Northland Drying.

Adm. Melvin was asked to provide an update to the Council on this. He invited Police Chief Petterson to come forward and provide updated information to the Council. Chief Petterson has met with an attorney for Northland Drying who had told the Chief that when they receive noise complaints they were to contact the managers at the Plant and make them aware of them. The police department has been continuing to take readings of the noise levels using the calibrated unit they have received from the MPCA and sometimes Northland is over the level allowed, sometimes they are under the level allowed. There have been many discussions with Northland, with residents, with Northland's attorney, in regard to the excessive noise issues. Adm. Melvin advised that there has been a great deal of time involved in this issue by the administration office also. Atty. Arneson provided information regarding what can be done legally by the City in this matter and the discussions he has had with attorneys for Northland Drying. Atty. Arneson recommended that the City give some additional time to Northland to work on mitigating the excessive noise issues. The Council had various questions and Atty. Arneson provided answers as he was able to. The Council discussed various scenarios to see if there was something that would still allow Northland to continue operating, but yet provide residents relief from the excessive noise.

Motion by Hatlestad, Second by Battcher, and passed by a unanimous vote of those present, to give Northland Drying a specific period of time (5 days) to respond to Atty. Arneson's directive from the Council that they are to be in compliance with noise levels, and if this does not occur, then they are to shut down production during the night time hours.

➤ 9. Maintenance Department Update – Kirby Weckworth. *(moved from original place in the agenda)*

Maintenance Suprvsr. Weckworth was now present and came forward to give his department update. He provided the Council with an update as to the work they have been doing i.e. crack filling and repair at the fairgrounds, collapsed storm pipe repair by the Good Sam. (the cost was as it had been anticipated; weed spraying of the grounds and parks; filled in potholes; snow tires are being put on presently at MacQueen; attended a safety meeting in Stewart with MMUA; finished using the remaining paint he had to paint hydrants; has continued doing repairs to the roof of the PD (which presently seems to be preventing leaking); had a Parks meeting, Community Center meeting; is continuing to work on the information needed to be given to the FEMA representative for the damage sustained this past spring to the roads and streets; has continued to try to coordinate with the school to do some additional tree planting (using up the remaining funds from the tree grant). The Council asked some questions about whether there were other groups who could be utilized to do the painting of the hydrants to free up the maintenance dept.'s time.

NEW BUSINESS

12. Approve/Deny Upgrade to Metasys Control System from Johnson Controls at a cost of \$3,696.93 with money from fund 45000-401 Repairs/Maintenance Building.

Adm. Melvin presented the information to the Council on this system which allows Lisa Tesch to control the temperatures within the building from her computer. This has never been updated and this would make the updating to the system current. The Council asked some questions of Melvin and City Atty. Arneson about this contract from Johnson Controls. The Council asked additional of Melvin about the system, how it works, if there is a manual back of any type, etc.

Motion by Cowell, Second by Hatlestad, and passed by unanimous vote of those present, to APPROVE the Upgrade to Metasys Control System from Johnson Controls at a Cost of \$3,696.93 with Money from Fund 45000-401 Repairs/Maintenance Building.

13. Approve/Deny Contract with Amy Newsom for Community Development Director position.

Adm. Melvin handed out a copy of a contract with some minor revisions to the Council members for their review. Melvin explained the revisions which had been made to the contract. Council members had some questions regarding the contract which were answered by Melvin. There were questions about whether the cost for this position was figured into the upcoming budget, as well as whether this would still allow for all the work which needs to be done within the administrative office. City Atty. Arneson answered some questions about how the contract was drafted. There was additional discussion by the Council regarding this position. Additionally, City Atty. Arneson provided some historical background which pertained to how this position was created and had been in the past. Newsom's start date for this position will be November 15, 2019, which allows for Newsom to provide her resignation from the County, Smith Strack's resignation notice is effective November 15, 2019.

Motion by Hatlestad, Second by Gilman, and passed by unanimous vote of those present, to APPROVE the Contract with Amy Newsom for Community Development Director position, with a start date of November 15, 2019.

14. Approve/Deny Recruitment of Additional Seasonal Part-Time Plow Drivers.

Adm. Melvin provided information to the Council regarding this item. Weckworth has requested being allowed to recruit additional seasonal part time plow drivers. This can then create a pool of people available on an as needed basis.

Motion by Cowell, Second by Battcher, and passed by unanimous vote of those present, to APPROVE Recruitment of Additional Seasonal Part-Time Plow Drivers.

15. Approve/Deny Increasing Administrative Assistant Laura Dykhoff from 32 Hours to 40 and Provide Full Benefits Retroactive to September 16, 2019.

Adm. Melvin requested that Dykhoff be approved to move to 40 hrs. per week. She has been putting in 40 hrs. since the resignation of Willmsen, but this would give her the benefit difference retroactively.

Motion by Battcher, Second by Hatlestad, and passed by unanimous vote of those present, to APPROVE Increasing Administrative Assistant Laura Dykhoff from 32 Hours to 40 and Provide Full Time Benefits Retroactive to September 16, 2019.

16. Consider the following recommendations from the Community Center Committee:

- A) Consider increasing the individual room setup fee from \$50 to \$100 and event setup fee from \$100 to \$200 effective for new reservations following Council date of approval.
- B) Consider posting for additional Community Center Attendants at \$25/hour.

- C) Consider future revisions to Community Center Policies eliminating the Decorating Violations at \$10/offense and Cigarette Butts or Glass Bottles Found (Violation) at \$50 and Additional Cleaning at \$20/hour and have renters sign an agreement outlining various violations for which the City may retain some or all of the \$250 or \$150 damage deposit.
- D) Consider a bid process in the future to award annual liquor sales at the CC based on pricing.

Councilmember Cowell gave the background for these requested changes by the Community Center Committee. He began with item A. He answered questions from the other Council members as to the reason for this requested change.

- A) Consider increasing the individual room setup fee from \$50 to \$100 and event setup fee from \$100 to \$200 effective for new reservations following Council date of approval.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to APPROVE the increase in cost for set up fees for the Community Center from \$50 to \$100 for room set up and from \$100 to \$200 for entire event set up.

- B) Consider posting for additional Community Center Attendants at \$25/hour.

Cowell then provided information as to Item B – the request to post for additional Community Center Attendants at \$25/hr. There was some additional discussion about whether we were going to require that the attendant be CPR trained/certified.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to APPROVE Posting for Additional Community Center Attendants, to be paid at a rate of \$25/hr., with the deletion of the CPR training/certification requirement.

- C) Consider future revisions to Community Center Policies eliminating the Decorating Violations at \$10/offense and Cigarette Butts or Glass Bottles Found (Violation) at \$50 and Additional Cleaning at \$20/hour and have renters sign an agreement outlining various violations for which the City may retain some or all of the \$250 or \$150 damage deposit.

Cowell then spoke regarding Item C. There were some questions from the Council about whether the damage deposit at \$250 was enough, what should the timeline be to return the damage deposit, what would constitute damages that could cause a loss of the damage deposit, etc. Atty. Arneson provided some guidelines on how the wording could be changed to allow for retaining of the deposit.

- D) Consider a bid process in the future to award annual liquor sales at the CC based on pricing.

Cowell also provided information about Item D and the potential for changing of how the liquor provided for the Community Center is chosen.

After additional discussion by the Council regarding both Item C and Item D the decision was made to TABLE any recommendations for changes on these until a future meeting.

17. Approve/Deny Partial Pay Estimate No. 4 from Wm. Mueller & Sons, Inc. in the Amount of \$564,301.61 for Work on the 2019 Street & Utility Improvement Project.

Adm. Melvin referred to the information provided in the Council packet in regard to #17.

Motion by Battcher, Second by Cowell, and passed by unanimous vote of those present, to APPROVE Partial Pay Estimate No. 4 from Wm. Mueller & Sons, Inc., in the Amount of \$564,301.61 for Work on the 2019 Street & Utility Improvement Project.

18. Discussion About Potential Repair Expenses from Failed Arlington Fire Truck Pump Tests.

Adm. Melvin provided the information he had learned from Chief Zaske in a discussion which had occurred earlier between them. The bill presented is approximately \$20,000 to this point. Not all the trucks have yet been tested but are continuing to be tested. The Council asked various questions about how often testing is done, when was it last done, etc. Zaske has indicated that

some of the smaller issues that are noted on the repairs can be done in-house for some savings. Melvin advised that there are some funds available in the Capital Improvement Fund to pay for these expenses. The Council did have some questions about the fact that the person who is doing the testing is also providing the bid for the repair. There is no action necessary at this time, but this was informational for the Council's knowledge.

19. Discussion Regarding the City of Arlington's Opportunity to Opt Out of Federal Opioid Litigation.

City Atty. Arneson provided information regarding this discussion item. His advice is to not opt out of this litigation.

No action necessary by the Council on this item.

20. Approve/Deny Planning Committee Recommendations:

- A) Approve Planning Committee Recommendation for a Quasi-Industrial Blended Zoning Classification.
- B) No Planning Committee Recommendation Regarding Fences in the Front and Street Side Yard.
- C) No Planning Recommendation Regarding Off-Street Parking and Screening Requirements of Boats, Campers and Recreational Vehicles.
- D) Recommendation to Not Allow Storage on Vacant Lot Under Same Fee Ownership.

Adm. Melvin provided additional information regarding this item. Information was presented to the Council in their packet.

Motion by Battcher, Second by Cowell, and passed by unanimous vote of those present, to TABLE the Planning Commissions Recommendations for action by the City Council.

MISCELLANEOUS BUSINESS

21. Council Member/Committee Updates

Cowell provided an update regarding the Library. Shelving has been installed. Additionally, Cowell presented information regarding the Community Center Committee meeting. The rentals have increased, a lot due to the Sunday rental special price.

Battcher presented information on the Planning & Zoning Committee and advised that the information provided in the Council packet was all that needed to be said at this point.

Hatlestad advised that he had been missed the Cable Commission meeting but was waiting for the minutes to be provided to him so that he could provide an update to the Council.

Hatlestad said that the Streets Committee has not met, the Police Committee has met but there were no agreement yet made to be provided to the Council. They were able to view the police department and see the changes made there and they are happy and satisfied with the changes seen.

22. Open Discussion

Adm. Melvin would to have Council members look at their schedules so that meetings can be set (probably 3 would be necessary) to discuss the budget. He suggested the 16th, the 23rd, and the 30th. There were discussions among the members as to what times/dates they could make and which they would definitely not be available for. Decision was made to do the 1st meeting at 5:00 p.m. on Monday, the 21st before the next Council meeting. Melvin suggested and there was discussion to hold a 2nd meeting on the 30th at 6:00 p.m.

Melvin also advised the Council that he is working on the CIP and the full wage scale salary schedule. Due to changes on the Council members committee appointments, it will now be Council members Battcher and Gilman that Melvin will meet with regarding these items.

ADJOURNMENT

Reminders:

EDA – Oct. 14 @ 5:30 pm

Cemetery – Oct. 28 @ 6:00 pm

Motion by Battcher, Second by Hatlestad, and passed by unanimous vote of those present, to ADJOURN the meeting at 8:58 p.m.

**ARLINGTON CITY COUNCIL
MEETING MINUTES AND AGENDA
NOVEMBER 4, 2019**

1. Call Meeting to Order and Pledge of Allegiance
Mayor Nagel called the meeting to order at 6:37 p.m. and the Pledge of Allegiance was recited.

2. Roll Call

Councilmembers present: Battcher, Cowell, Gilman, Hatlestad, Morgan.

Absent: City Atty. Arneson

Also present: City Adm. Pat Melvin; Maintenance Supervisor Kirby Weckworth (arrived later); Police Officer Holasek, Northland Drying Plant Manager Matt Nelson, Leah Prahl representing the Arlington Chamber and Arli-Dazzle Committee (arrived later); Residents: Lisa Pasvogel, Amy Berger; Kurt Menk of the Arlington Enterprise.

3. Approve the Agenda and any Agenda Additions

REMOVE:

4.B) October 30, 2019 Workshop Meeting Minutes

ADD:

6.G) Megan Cooley Peterson – Visit with the Author, Sat. Nov. 16th, 2:00 @ Arlington Public Library.

6.H) Salvation Army Request for Bell Ringers. Contact Stacy at (507) 381-7544 or stacyhoechst@gmail.com

7.A) Arli-Dazzle Committee Request for Assistance in Preparation For and Day of Event Activities including Closing Streets, Providing Security, Placement of Fire Pits and Trash Cans, etc.

Motion by Battcher, Second by Morgan, and passed by unanimous vote of those present, to APPROVE the Agenda as Amended.

CONSENT AGENDA

4. Approval of Consent Agenda.

A) October 28, 2019 Special Council Meeting Minutes

~~B) October 30, 2019 Workshop Meeting Minutes (removed)~~

B) Approval of Bills

Motion by Cowell, Second by Hatlestad, and passed by unanimous vote of those present, to APPROVE the Consent Agenda as Amended.

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council

Resident Lisa Pasvogel came forward to address the Council. Pasvogel wanted to advise the Council that since Northland Drying is not running at night it is wonderful. Back in August she talked about the odor issues in Oregon and California in regard to hemp growing operations in 2018. Since that date, she has found numerous issues regarding odor problems being reported in other states - Oregon, New York, Pennsylvania - where growth of hemp is allowed close to residential areas. Her thought is that research should be done by committee members and Council members just as she has been doing before they vote yes to allow the Hemp Heaven operation to come to town.

Resident Amy Berger then came forward to address the Council. She and resident Janelle Kellerman had attended the EDA meeting and they had been unable to keep up with the changes being made to the contract between Hemp Heaven and the City. She requests a copy of the new contract from Adm. Melvin so that she can review it. Feels that if the City agrees to Hemp Heaven coming in the residents will be forced to deal with smell and noise issues from Northland Drying

and Hemp Heaven. She believes more research needs to be done by the Council before agreeing to this.

6. Announcements

- A) Fall CARE Event, Thurs. Nov. 7th, @ 2:00 p.m. and 6:00 p.m. Arlington C.C., Robin Thompson presenting "What's New in Medicare for 2020."
- B) City Offices Closed on Monday, November 11th in Observance of Veterans' Day Holiday.
- C) Arlington Lion's Club, Nov. 21st @ 7:00 p.m. Arlington C.C., Brett Nelson, Meeker, McLeod, Sibley Community Health Services presenting "Vaping, How Much Do You Know?"
- D) City Offices Closed Thurs., November 28th & Friday, November 29th for Thanksgiving Holiday.
- E) Truth-In-Taxation/Budgeting Hearing, December 2 @ 6:00 p.m.
- F) Arli-Dazzle, Sat., Dec. 7th (<http://arlidazzle.com>) Raffle Tickets and Hats Available @ City Hall.
- G) Megan Cooley Peterson-Visit with the Author, Sat. Nov. 16th, 2:00 @Arlington Public Library.
(added)
- H) Salvation Army Request for Bell Ringers, Contact Stacy at (507) 381-7544 or stacyhoechst@gmail.com (added)

Adm. Melvin reiterated the Announcements as provided above.

7. Communication

- A) Arli-Dazzle Committee Request for Assistance in Preparation For and Day of Event Activities including Closing Streets, Providing Security, Placement of Fire Pits and Trash Cans, etc. (added)

Leah Prahl came forward to address the Council on behalf of the Chamber and Arli-Dazzle Committee for assistance as had been done in the past for the upcoming Arli-Dazzle event. She provided a list of events and what was needed for the Council's review. Adm. Melvin has spoken with Police Chief Petterson, Maintenance Suprvsr. Weckworth, and Fire Chief Zaske and confirmed that they and their departments will be available to help out with the event. The approval for closure of streets, etc. will be done at the next Council meeting. The SE High School will be utilized much more this year than has been done in the past.

- B) Sibley County- Notice of Public Hearings

Adm. Melvin presented the notice received from Sibley County in regard to some Public Hearings which have been scheduled. Melvin had spoken with City Atty. Arneson and he believed the City had no objections to anything from these Public Hearings.

- C) Maguire Iron, Inc. - Water Tank Inspection Report

Adm. Melvin spoke with PeopleService manager Lee Ortloff in regard to this report. PeopleService will continue to monitor the water tank. There are no real issues at this time that need to be dealt with. The suggestion is that money should be set aside each year so that in the future the cleaning can be done and funds will be available. Melvin will provide the cost for this report to the Mayor and Councilmembers.

- D) PeopleService Inc. - September 2019 Water Operation & Maintenance Report

Adm. Melvin has spoken with PeopleService and asked them to identify on this report the monthly check of the cap at the fair grounds to continue to make sure that it is not removed and therefore causing no issues for the City. Councilmembers would like to see the numbers between Arlington and Green Isle in regard to the newly installed meter also reflected on this report. Mayor Nagel asked if the City Engineer and/or PeopleService have made contact with resident Curt Reetz in regard to the concerns he had voiced about some cut or abandoned sewer lines. Adm. Melvin advised he would check on this.

- E) Financial Report- September

Adm. Melvin provided the September Financial Report to the Council for their knowledge and review. The second billing for the 800 megahertz has been recently received. There were some costs trimmed from the originally projected costs. It is not yet up and running but the State needs

to give final approval before that can occur. Melvin provided some additional detail on various line items on this financial report. The Council had no additional questions to the report presented.

F) MMPA- Conservation Investment Program Progress Report
Adm. Melvin had provided a report to the Council in their packet to review in regard to this item. Melvin provided greater detail on this report.

G) Acknowledge \$3,000 Award to Arlington Ambulance from Compeer Financial for Purchase of a Pulse Co-oximeter
Adm. Melvin presented the information that Ambulance Manager Sara Burton had prepared a grant and received grant monies from Compeer Financial to allow for purchase of a Pulse Co-oximeter.

H) LMC Chief Information Officer Melissa Reeder - Recommendations for Computer Replacement
Adm. Melvin had consulted with the LMC Chief Information Officer to obtain recommendations for computer replacement needed for the administration office since those computers are at least 4 years old. He provided the information he had received from Reeder for the Council's review. The Council thought that it may be more cost effective to purchase new computers as opposed to trying to pay for an upgrade to Windows 10 to the present computers. Melvin has been reaching out to other contacts to obtain bids for upgrade and/or replacement of computers and will continue to do so.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. Building Maintenance Update – Supervisor Kirby Weckworth
Maintenance Suprvsr. Weckworth updated the Council as to what his department has been busy doing – trees have finally been planted, the Community Center has had some repairs needed which have been done, some of the parks have needed repairs to the fences, the information which he needs to provide to FEMA has been taking up a good deal of his time, have been continuing to sweep leaves. Parks have been winterized, winter equipment is checked and ready for the first snow. Weckworth has lined up Boehne Construction to do some repair work needed in the flood plain area with sediment build up, sticks, etc. They will also be checking other areas to make sure things are cleaned out to hopefully prevent spring flooding issues. They are looking at getting a water hydrant into Memorial Park to allow for easier watering of the flower beds that have been installed by the Garden Club. The Council discussed some things they had seen and wanted him to check with the Police Dept. as to whether additional intersections that needed marking/signage. There were questions as to what is done with temperature control for various other city buildings, such as the fire hall, etc. Are there programmable thermostats in any? The Lions Center has a programmable thermostat but he is unsure what it is programmed to. Weckworth is unsure of what the other buildings have for thermostats but he will check on it. They also had questions about how many acetylene tanks he has and what rental fees are being paid. Also what is in the shed at 2nd and Baker? Weckworth advised that this is the well shed. The Council was wondering about the condition of the building. Weckworth felt that it was as far as he knew, although he had not been on the roof and so could not answer that. The trees on the west side of this shed need to be removed and it will be looked at in 2020.

ORDINANCES & RESOLUTIONS

9. Ordinances

A) Second Reading of Ordinance 327- A Resolution Approving Ordinance 327, Entitled “An Interim Ordinance Establishing A Moratorium On The Establishment Of A Business Selling Commercial Tobacco, Tobacco-Related Devises and Electronic Delivery Devices and Nicotine and Lobelia Delivery Products Within The City Limits.”

Adm. Melvin advised the Council that he has received some additional concerns from the EDA Director Newsom in regard to this potential ordinance as it may hinder the potential sale of the previous Quick Shop building in town. Melvin did not have an opportunity to discuss this with Chief Petterson today but has spoken with City Atty. Arneson regarding alternatives that the Council could choose in regard to this matter and he presented them to the Council for their consideration. The Council had discussions as to changes which could be made.

Motion by Hatlestad, Second by Cowell, and passed by unanimous vote of those present, to TABLE the Second Reading of Ordinance 327 to an unspecified date.

ORDINANCE No. 327

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAIN AS FOLLOWS:

AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON THE ESTABLISHMENT OF BUSINESSES SELLING TOBACCO, TOBACCO-RELATED DEVICES AND ELECTRONIC DELIVERY DEVICES AND NICOTINE AND LOBELIA DELIVERY PRODUCTS WITHIN THE CITY LIMITS" AND AUTHORIZING SUMMARY PUBLICATION THEREOF.

The City Council finds the following:

1. The City has the authority under Minnesota State 462.355, Subdivision 4 to impose a temporary moratorium on certain uses within the City, pending study of an issue, before enacting long-term official controls.
2. Businesses selling tobacco, tobacco-related devices and electronic delivery devices as defined in section 609.685, subdivision 1, and nicotine and lobelia delivery products as described in section 609.6855 are selling products may have contributed to youth use of any commercial tobacco increasing to 26.4% in Minnesota; and because nearly 90% of smokers begin smoking before they have reached the age of 18 years, and that almost no one starts smoking after age 25; and because marketing analysis, public health research, and commercial tobacco industry documents reveal that tobacco companies have used menthol, mint, fruit, candy, and alcohol flavors as a way to target youth and young adults and that the presence of such flavors can make it more difficult to quit; and because studies show that youth and young adults are especially susceptible to commercial tobacco product availability, advertising, and price promotions at tobacco retail environments; and because commercial tobacco use has been shown to be the cause of many serious health problems which subsequently place a financial burden on all levels of government, this ordinance is intended to regulate the sale of commercial tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect youth and young adults against the serious health effects associated with use and initiation, and to further the official public policy of the state to prevent young people from starting to smoke, as stated in Minn. Stat. § 144.391, as it may be amended from time to time. The location of such businesses within city limits therefore presents a significant threat to public safety, especially to children and vulnerable adults.
3. As a temporary regulation, the City declares it is unlawful for any businesses selling tobacco, tobacco-related devices and electronic delivery devices and nicotine and lobelia delivery products to establish a permanent or temporary residence within a 2000 foot radius of any school, public playground, school bus stops, or any other place where children or vulnerable adults are commonly known to congregate.
4. The moratorium shall be in effect for no more than one year from date of adoption. It is intended that the City Council refer this matter for study by appropriate city committees, to in turn make recommendations to the City Council to assist the Council in adopting long-term official controls, regulating businesses selling tobacco, tobacco-related devices and electronic delivery devices and nicotine and lobelia delivery products within the city limits.

This ordinance shall become effective immediately upon publication.

By Richard Nagel
Its Mayor

By Patrick Melvin
Its City Administrator

First Reading: October 21, 2019

Second Reading: TABLED

Published: _____

10. Resolutions

A) 60-2019- A Resolution Approving Ordinance 327, Entitled “An Interim Ordinance Establishing A Moratorium On The Establishment Of A Business Selling Commercial Tobacco And Related Devices And Products Within The City Limits” And Authorizing Summary Publication Thereof.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to TABLE to an unspecified date Resolution 60-2019 A Resolution Approving Ordinance 327, Entitled “An Interim Ordinance Establishing A Moratorium On the Establishment Of a Business Selling Commercial Tobacco And Related Devices And Products Within The City Limits” And Authorizing Summary Publication Thereof.

Councilmember Battcher introduced the following resolution and moved for it to be TABLED:

RESOLUTION NO. 60-2019

A RESOLUTION APPROVING ORDINANCE 327, ENTITLED “AN INTERIM ORDINANCE ESTABLISHING A MORATORIUM ON THE ESTABLISHMENT OF BUSINESSES SELLING TOBACCO, TOBACCO-RELATED DEVICES AND ELECTRONIC DELIVERY DEVICES AND NICOTINE AND LOBELIA DELIVERY PRODUCTS WITHIN THE CITY LIMITS” AND AUTHORIZING SUMMARY PUBLICATION THEREOF.

WHEREAS, the City of Arlington placed the City Code into effect; and,

WHEREAS, the Arlington City Council held a discussion on October 21, 2019 of the potential benefits of having an interim ordinance establishing a moratorium on the establishment of businesses selling tobacco, tobacco-related devices and electronic delivery devices and nicotine and lobelia delivery products until the City can create and adopt a T21 policy for the purpose of safety and welfare of residents and children; and,

WHEREAS, the City Council held the first reading of the Interim Ordinance at a regular meeting on October 21, 2019; and,

WHEREAS, the City Council held the second reading of the Ordinance at a regular meeting on November 4, 2019; and,

WHEREAS, the Ordinance is included as Exhibit A, attached to this resolution; and,

WHEREAS, the City Council of the City of Arlington has determined the publication of the title and a summary of Ordinance 3278 would clearly inform the public of the intent and effect of the Interim Ordinance; and,

WHEREAS, prior to the publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Interim Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the Arlington City Council hereby approves Interim Ordinance No. 327 entitled: "An Interim Ordinance Establishing a Moratorium on the Establishment of Businesses Selling Tobacco, Tobacco-Related Devices and Electronic Delivery Devices and Nicotine And Lobelia Delivery Products Within the City Limits."

BE IT FURTHER RESOLVED that the City Administrator shall cause a summary of Ordinance No. 327 to be published in the City's official newspaper at the earliest practicable date; and

BE IT FURTHER RESOLVED, the summary publication shall read as follows:

"On November 4th, 2019 the City Council of the City of Arlington approved Ordinance No. 327, entitled, An Interim Ordinance Establishing a Moratorium on the Establishment of Businesses Selling Tobacco, Tobacco-related Devices and Electronic Delivery Devices and Nicotine and Lobelia Delivery Products Within the City Limits". The Ordinance is available for review and/or photocopying during regular office hours at the City of Arlington, 204 Shamrock Lane, Arlington, Minnesota 55307. Ordinance 327 restricts establishing businesses selling tobacco, tobacco-related devices and electronic delivery devices and nicotine and lobelia delivery products from within a 2,000 foot radius of any school, licensed child-care facility, public playground, school bus stop, group home for vulnerable adults or any other place where children or vulnerable adults are commonly known to congregate. This Moratorium will be for a period of no more than one year from date of adoption while the City researches, creates and recommends to the City Council a long-term Ordinance addressing the sale of tobacco, tobacco-related devices and electronic delivery devices and nicotine and lobelia delivery products to youth ages 18-21.

The motion for the foregoing resolution to be TABLED was duly seconded by Gilman and upon poll being taken thereon the following voted in favor thereof: Battcher, Cowell, Gilman, Hatlestad, Morgan; and the following against the same: None; and the following abstained from voting: None; and the following were absent: None.

This Resolution was thereby TABLED by the City Council of the City of Arlington this 4th day of November, 2019.

Signed: _____
Mayor Richard Nagel

Attested: _____
City Administrator Patrick Melvin

Whereupon the resolution was declared duly TABLED.

UNFINISHED BUSINESS

11. Update on Repairs to Fire Trucks that Failed Pump Tests.

Adm. Melvin provided the information he had received from Fire Chief Zaske. At this time Chief Zaske has advised that some of the repairs do need to be done. He has done some additional research and has been able to reduce the original cost estimate given down to approximately \$10,000.

Motion by Battcher, Second by Cowell, and passed by unanimous vote of those present, to APPROVE Fire Chief Zaske to Repair the Fire Trucks that Failed Pump Tests, with an unspecified dollar amount attached.

NEW BUSINESS

12. Approve/Deny Revised Snow Removal Rates Effective January 1, 2020.

Adm. Melvin presented the new snow removal rates which have been presented. This includes the use of personnel, time and equipment to achieve removal of the snow from various locations in town. ISD #2310 has the largest increase in costs and this has been discussed with them. The suggestion was made to break the numbers for ISD #2310 down into individual lots rather than 1 lump sum. There was discussion as to whether the school would be allowed to pick and choose snow removal from individual lots on each snow occasion. The businesses push the snow out into the street and then the City's crews remove the snow from the street and move to a different location and the businesses are charged for the City's time. The school will be contacted to inquire as to how they intend on dealing with snow removal this coming season and make changes as necessary to the charging done to the school.

Motion by Cowell, Second by Hatlestad, and passed by unanimous vote of those present, to APPROVE the Revised Snow Removal Rates Effective January 1, 2020.

13. Approve/Deny Partial Pay Estimate No. 5 from Wm. Mueller & Sons, Inc. in the Amount of \$314,400.81 for Work on the 2019 Street & Utility Improvement Project.

The project is basically done. 5% of the project cost will be retained for final completion of the project in spring of 2020. They are finishing up about 10 days ahead of schedule, even with the wet year we experienced.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to APPROVE Partial Pay Estimate No. 5 from Wm. Mueller & Sons, Inc. in the Amount of \$314,400.81 for Work on the 2019 Street & Utility Improvement Project.

MISCELLANEOUS BUSINESS

14. Council Member/Committee Updates

Cowell advised of Cemetery Committee updates. They are discussing recommendations to require that family plots have markers at all burials within their lots. There will be additional information provided in the future on this.

Battcher advised there was an EDA Special meeting in regard to a Hemp Heaven Purchase Agreement with the City which passed the recommendation of the EDA at a 6 to 1 vote. The Development Agreement will be coming to the Council for vote at a future time.

Mayor Nagel went to a meeting of the Historical Society. There are issues with a door and they have to do research to replace this door but still be qualified as a historical building. The fiberglass fireman at the top of the building has been losing paint and it will need to be repainted.

Adm. Melvin has had Fire Chief Zaske stop in with some applications for various positions within the Fire Department and a meeting will need to be held in the future to select and fill these positions. Melvin will provide potential meeting dates for this.

Morgan spoke in regard to a Parks Committee meeting he attended, which mainly focused on the budget and some repair needed at the Four Seasons Park area.

15. Open Discussion

The Council had additional discussion as to the electrical rate study done and whether it will be re-evaluated additionally to be able to respond to some of the businesses who are being greatly affected by this proposal. The Council by consensus agreed to look more closely at these proposed rates in a future meeting. Adm. Melvin advised that the City had received notice from the City's consulting firm that these rates needed to be increased in order to be able to secure bond funding in the future. Stormwater fees will also need to be evaluated and there will be an increase coming there also. In regard to the electrical rate increases the Council members were to take another look at the Avant study so that it can be discussed again at the next Council meeting.

ADJOURNMENT

Reminders:

Planning and Zoning – Nov. 7 @ 7:00 pm

EDA – Nov. 18 @ 5:30 pm

Library – Nov. 19th @ 5:30 pm

Motion by Hatlestad, Second by Cowell, and passed by unanimous vote of those present, to ADJOURN the meeting at 8:12 p.m.

**ARLINGTON CITY COUNCIL
MEETING AGENDA AND MINUTES
DECEMBER 16, 2019**

1. Call Meeting to Order and Pledge of Allegiance

Mayor Nagel called the meeting to order at 6:30 p.m. and the Pledge of Allegiance was recited.

2. Roll Call

Councilmembers present: Battcher, Gilman, Morgan.

Councilmembers absent: Hatlestad, Cowell (who has submitted his resignation and this will be acted on later in the meeting).

Also absent: City Atty. Arneson

Also present: City Adm. Melvin; Audience: Lisa Pasvogel, Janet Deno, Amy Berger, Nathan Kellerman, Matt Nelson; Community Development Director Amy Newsom arrived when the meeting was in progress; Police Chief Petterson; Kurt Menk of the Arlington Enterprise.

3. Approve the Agenda and any Agenda Additions

Additions:

4.H) Approval of Bailey Holasek as an EMT for Arlington Ambulance Upon Passing EMT Test.

9.H) Resolution 74-2019 A Resolution Accepting a Donation.

9.I) Resolution 75-2019 A Resolution Ordering the Filing of Assessments.

17. Approve/Deny Chef Craig's Proposed Parking Plan.

18. Discussion Regarding Process for Recruitment of Replacement Council Member.

Motion by Battcher, Second by Gilman, and approved by unanimous vote of those present, to APPROVE the Agenda and Agenda Additions.

CONSENT AGENDA

4. Approval of Consent Agenda.

A) Approval of Bills.

B) Approval of James Kantor Drone Permit.

C) Approval of Arlington Volunteer Fire Department New Hire Joseph Aguilera.

D) Approval of 2020 Increase to Fire Relief Association Benefit Level of \$1,700.

E) Approval of the Fire Department Committee Recommendation for Officers: Fire Chief- John Zaske, 2nd Assistant Chief- Keith Dressen and Safety Training Officer - Tom Pomplun.

F) Approval of Diane Hatlestad, Dylan Hoflock and Rae Lueth as Community Center Attendants.

G) Approval of Dylan Hoflock for Part-Time Snow Removal.

H) Approval of Bailey Holasek as an EMT for Arlington Ambulance Upon Passing EMT Test.
(added)

Motion by Battcher, Second by Morgan, and approved by unanimous vote of those present, to APPROVE the Consent Agenda.

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council

Mayor Nagel asked for any audience members who wished to address the Council to come forward. Lisa Pasvogel came forward.

She first passed on the information that she had spoken with Corine Carney who was not able to be present at tonight's meeting but wanted the Council to know that whatever decision the Council

made regarding the liquor storage at the Community Center (which is on the agenda to be discussed later in the meeting) that they (the Dug Out) would be fine with it.

Pasvogel then provided additional commentary about the noise level from Northland Drying. There have been 4 violations in the last month. She has some questions about why Northland Drying had previously shut down at night because Northland is saying that they shut down at night due to the MPCA not due to the request from the City. Additionally she was requesting that the Council not make any decisions about an agreement with Hemp Heaven because she believes she has found that Hemp Heaven intends to utilize Northland Drying, maybe not for drying, but they intend on using the building. Pasvogel questioned some of the information about building permits and compliance with those permits which she had requested and been provided. She feels that there is work being done without permit applications.

Amy Berger then came forward to address the Council. She also expressed that she has concerns about the permit applications requested or not requested by Northland Drying.

Berger then spoke regarding the fact that she believes that the Council should not make any decision tonight on Hemp Heaven due to: 2 new Council members; 1 member being absent; and the City Atty. not in attendance.

Janet Deno then came forward to speak to the Council. She stated that she was in agreement with what Berger had stated to the Council regarding the reasons for the Council not making a decision tonight in regard to Hemp Heaven.

6. Announcements

- A) City Offices Closed at Noon on Tuesday, December 24 and Closed All Day on Wednesday, December 25 in Observance of the Christmas Holiday.
- B) BizLinkNorth, Connecting Local Business Buyers and Sellers at BizLinkNorth.com
- C) FSA and U of MN Extension Sibley ARC/PLC Farm Bill Meeting on Fri., Dec. 20 from 2:00-4:00 p.m. at the Arlington Community Center.

Adm. Melvin reiterated the Announcements as listed.

7. Communication

- A) 2019 MN Cities Insurance Trust (MCIT) \$3,786 property/casualty insurance dividend.
- B) Sibley County Bridge Safety Inspection Letter.

These Communication items were inadvertently omitted at this point in the meeting but are brought up later to be discussed.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

8. November Police Department Update – Chief John Petterson

Police Chief Petterson came forward to speak to the Council regarding the report which had been provided to the Council in their packets. Just to recap - in November of 2019 there were 400 calls and in November of 2018 there were 274 calls to which the PD responded. He and the other officers are continuing to take necessary training.

The Ford SUV has been experiencing some misfiring and they are working on getting it repaired. Chief Petterson then addressed the Council regarding Northland Drying and the reasons why they had shut down when they did.

Matt Nelson, plant manager from Northland Drying, also came forward to speak to the Council regarding the correspondence received by Northland from the MPCA. Northland's position is that they found a problem and that is the reason they shut down, not any requests by the MPCA or the City. Adm. Melvin received draft correspondence today from Northland Drying which states the problems they are experiencing and how they intend on handling it. Nelson advised that Northland is a private company so he believes that City Atty. Arneson will need to address how that information is communicated to the Council as information they receive is public. Nelson advised that in the past 2 weeks in any testing that Northland has done they have not exceeded the noise

limits.

Chief Petterson reiterated to the Council and the audience members that when they receive a complaint they take it seriously. The Chief has again picked up the testing device from the MPCA as of last Monday and he has compared the Northland Drying testing device with the device from the MPCA. Nelson has been doing multiple daily testing and recording it on a Google chart document. This is a work in progress where testing is done from various locations and is making notes as to weather, potential reverberation, etc. Council members asked questions to better understand things and received responses from Chief Petterson and from Nelson in regard to these. Chief Petterson returned to the audience at this point in the meeting.

Nelson continued to answer questions from the Mayor and Council to update them as to what they are working on to alleviate the noise issues.

➤ 7. Communication (*inserted at this point in the meeting*)

A) 2019 MN Cities Insurance Trust (MCIT) \$3,786 property/casualty insurance dividend.

Having been inadvertently omitted earlier, Adm. Melvin now addressed the Council regarding this matter. One of the benefits of being a member of the League of MN Cities Insurance Trust is that there are dividends received.

B) Sibley County Bridge Safety Inspection Letter.

Adm. Melvin then highlighted the letter the City received from Sibley County regarding the Bridge Safety Inspection report. There are 2 bridges which were spotlighted in this report which are in need of some repair.

ORDINANCES & RESOLUTIONS

9. Resolutions

A) 67-2019- A Resolution Approving the Salary, Wage and Health Insurance Benefit Plan for 2020.

Adm. Melvin provided a compensation salary schedule for review by the Council. The PD has had a salary schedule in place previously adopted in 2016/2017. He is proposing a 6 step schedule for the other City employees. Additionally, the EMT/EMR wages are being reviewed. These wage changes are to be implemented on January 5, 2020 to coincide with the implantation of the JPA between Gaylord and Arlington.

Motion by Battcher, Second by Morgan, and passed by unanimous vote of those present, to APPROVE Resolution 67-2019 A Resolution Approving the Salary, Wage and Health Insurance Benefit Plan for 2020. 3 votes in favor, none opposed, 1 member absent, 1 position vacant.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 67-2019

A RESOLUTION APPROVING THE SALARY, WAGE AND HEALTH INSURANCE BENEFIT PLAN FOR 2020

WHEREAS, a salary, wage and benefit plan, among other pertinent uses, provides a method whereby wages, salaries and benefits may be adjusted upward or downward to meet performances by the employees; and

WHEREAS, sound financial planning by the City Council is the purpose behind the salary, wage and benefit plan for 2020.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the attached salary and wage plan with initial placement on the schedule will determine full-time employee increases for 2020.

BE IT FURTHER RESOLVED, that for 2020 the City of Arlington will cover 60% of the premium costs for full-time employee health insurance with the remaining 40% being paid for by the employee.

BE IT FURTHERMORE RESOLVED, that the City of Arlington will contribute \$1,800 to each eligible HSA Account in 2020.

BE IT FURTHER RESOLVED, that the City of Arlington will increase the part-time Arlington Ambulance Paramedic wages to \$28/hr and EMT/EMR wage to \$17/hr. effective January 5th, 2020.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Morgan and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman, Morgan; and the following were absent: Hatlestad; (one Council member position presently open).

Adopted by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

B)68- 2019 – A Resolution Adopting the 2020 Tax Levy Collectible in 2020 and Ordering the Levy to be Certified with the Sibley County Auditor.

Adm. Melvin advised that he is proposing a 2.43% increase in the budget to replenish the reserves which are being spent this year. There have been challenges with the electrical rates increases and implementing this increase at this time would help cushion any big spikes in the future. \$20,000 - \$30,000 of the reserves are being used this year.

After discussion, with the modifications made, there was a Motion by Battcher, Second by Gilman, and approved by unanimous vote of those present, to APPROVE Resolution 68-2019 A Resolution Adopting the 2019 Tax Levy Collectible in 2020 and Ordering the Levy to be Certified with the Sibley County Auditor, with a total amount of \$927,513 (a 4.69% increase). 3 votes in favor, 1 member absent, 1 position vacant.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 68-2019

A RESOLUTION ADOPTING THE 2019 TAX LEVY COLLECTIBLE IN 2020 AND ORDERING THE LEVY TO BE CERTIFIED WITH THE SIBLEY COUNTY AUDITOR

BE IT RESOLVED, by the City Council of the City of Arlington, County of Sibley, Minnesota, that the following sums of money be levied for the current year, collectible in 2020 upon the taxable property in the City of Arlington, for the following purposes:

General Fund	\$ 673,417.00
2015 Fire Pumper	30,000.00
2009 G.O. RF Bonds	44,100.00
2012 G.O. Bonds	5,000.00
2015 G.O. Improvement Bond	73,587.00
2017 G.O. Bonds	49,579.00
2019 G.O. Improvement Bond	23,320.00
2019 Tanker Truck	20,985.00
Other Levies (Tax Abatement)	<u>7,525.00</u>
Total Tax Levy	\$ 927,513.00

TOTAL CERTIFIED TAX LEVY \$ 927,513.00

BE IT FURTHER RESOLVED, that the City Administrator is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Sibley County.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Gilman, and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman and Morgan; and the following were absent: Hatlestad; (one Councilmember position presently open).

Adopted by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

C) 69 - 2019 – A Resolution Adopting the 2020 Arlington Municipal Budget.

There was additional discussion between Adm. Melvin about what changes will now need to be made to this Resolution due to the changes made by the Council to Resolution 68-2019 above. \$20,000 will be added to the 2019 GO Improvement Bond detail.

Motion by Battcher, Second by Morgan, and passed by unanimous vote of those present, to APPROVE Resolution 69-2019 A Resolution Adopting the 2020 Arlington Municipal Budget, with the clarification that the amount of \$23,320 will be added to the 2019 GO Improvement Bond. 3 members in favor, none opposed, 1 member absent, 1 position vacant.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 69-2019

A RESOLUTION ADOPTING THE 2020 ARLINGTON MUNICIPAL BUDGET

WHEREAS, sound financial planning by the City Council is the purpose behind the preparation of the 202- municipal budget; and

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following revenues and expenditures of the City's funds be adopted as the 2020 municipal budget for the City of Arlington:

GENERAL FUND	2020 Budget
ACCOUNT: 101 - REVENUES	
41000-31000 General Property Taxes	673,417
41000-33000 Intergovernmental Reve	0
41000-33400 State Grants & Aids	0
41000-33401 Local Government Aid	779,100
41000-33402 Market Value Credit	0
41000-33422 Other State Aid Grants (PERA)	0
41400-32100 Business Licenses/Permits	600
41400-32109 Beer License	300
41400-32110 Liquor License	4,700
41400-32240 Animal Licenses	1,000
41400-33421 Insurance Premium Div	3,500
41400-34101 Rent Revenues	0
41400-34107 Assessment Search Fees	50
41400-34112 Recharge Fire Extinguishers	0
41400-34113 Comm. Sign Adv.	350
41400-34116 ISF Check-Collected	0
41400-34755 Recycling Subsidy	6,070
41400-36100 Special Assessments	0

41400-36200 Misc Revenues	0
41400-36210 Interest Earnings	6,400
41400-36215 Reimbursable Expense	0
41400-36230 Contributions And Donations	2,500
41400-38050 Cable TV Franchise Fee	15,000
41400-39101 Sales of General Fixed Assets	0
41400-39203 Transfer From Other Fund	1,500
41910-32210 Bldg/Land Use Permits	28,000
41910-32211 Variance Permits	600
41910-34102 Recording Of Legal Documents	60
41910-36215 Reimbursable Expense	0
42100-33400 State Grant & Aids	3,500
42100-33405 2% State Police Aid	25,000
42110-34201 Special Police Service	0
42100-35100 Court Fines	9,000
42110-35102 Parking Fines	2,500
42110-35200 PD Forfeiture Revenue	1,250
42110-36200 Misc. Revenue	500
42110-36215 Reimbursable Expense	500
42110-36230 Contributions and Donations	7,500
42110-39203 Transfer From Other Fund	1,000
42280-33400 State Grants & Aids	750
42280-33404 2% State Fire Aid	25,000
43000-33418 Muni State Aid St. Maint	12,463
43000-34000 Charges for Services	1,000
43000-34405 Weed Cleaning & Removal	200
43000-36200 Misc Revenue	0
43000-36215 Reimbursable Expense	200
43000-36230 Contributions and Donations	0
45202-33400 State Grants and Aids	0
45202-34101 Rent Revenues	1,500
45202-36200 Misc Revenues	0
45202-36230 Contr & Donations	0
45202-38080 Other Rec Revenues	0
45202-39203 Transfer From Other Fund	22,000
45500-34760 Library-Donations	0
45500-35103 Library Fines	0
45500-36200 Misc Revenues	0
46500-34101 Rent Revenues	0
46500-36200 Contributions and Donations	3,000
46500-36200 Miscellaneous Revenues	0
TOTAL REVENUES	1,640,010

**FUND: SUM OF GENERAL FUND
ACCOUNT: 100 - EXPENDITURE SUMMARY**

	2020
	Budget
41110 Council	44,400
41400 Administrative Office	277,596
41410 Elections	6,000
41550 Assessing	10,930
41600 Law/Legal Services	14,792
41910 Planning & Zoning	64,331
41940 Gen Govt Bldgs/Plant	18,300
42110 Police Administration	432,337
42280 Fire Stations & Bldgs	30,095
42500 Civil Defense	1,240
42700 Animal Control	600
43000 Public Works & Streets	280,332
43160 Street Lighting	10,000
44100 Health Services	0
45202 Park Areas & Recreation	73,254
45500 Libraries	30,778

46500 Economic Development	32,025
49000 Miscellaneous, 49300 Other	313,000
TOTAL EXPENDITURES	1,640,010
DIFFERENCE REVENUES/EXPENSES	0
GENERAL FUND	
COUNCIL	2020
101-41110	Budget
41110-110 Other Pay	36,500
41110-122 FICA	2,900
41110-181 Mileage	500
41110-182 Seminars	4,000
41110-503 Computers/Software	500
COUNCIL TOTAL	44,400
ADMINISTRATIVE OFFICE	2020
101-41400	Budget
41400-100 Wages & Salaries	\$83,491
41400-121 PERA	\$6,025
41400-122 FICA	\$6,130
41400-131 Employer Paid Health	\$8,800
PERSONNEL TOTALS	\$104,446
41400-181 Mileage	\$250
41400-182 Seminars	\$10,000
41400-186 PERA Aid-Hospital	\$0
41400-200 Office Supplies	\$1,500
41400-218 Office Expense	\$13,000
41400-300 Professional Svcs	\$4,500
41400-301 Auditing And Acct	\$20,000
41400-312 Bank Processing Fees	\$200
41400-321 Telephone	\$7,500
41400-322 Postage	\$1,000
41400-340 Advertising	\$100
41400-351 Legal Notices Pub	\$2,000
41400-354 Other Print/Binding	\$500
41400-360 Ins-Fire, Liab, Wc	\$61,500
41400-396 Safety Program &	\$300
41400-400 Township Tax Rei	\$0
41400-430 Miscellaneous	\$800
41400-433 Dues & Subscriptions	\$3,000
41400-485 Gas & Repair M	\$500
41400-503 Computers/Software	\$20,000
41400-701 Donations/Contrib	\$0
41400-735 Franchise Fee-Mediacom	\$16,500
41400-733 Reimbursable Expense	\$0
41400-500 Capital Outlay	<u>\$10,000</u>
ADMINISTRATION TOTAL	\$277,596
GENERAL ADMINISTRATION -ELECTIONS	2020
100-41410	Budget
41410-110 Other Pay	3,000
41410-181 Mileage	200
41410-200 Office Supplies	2,500
41410-430 Miscellaneous	300
ADMIN. ELECTIONS TOTAL	6,000
ASSESSING	2020
101-41550	Budget
41550-300 Professional Svcs	10,930
ASSESSING TOTAL	\$10,930

LAW/LEGAL SERVICES 101-41600 41600-300 Professional Svs 41600-304 Legal Fees LAW/LEGAL TOTAL	2020 Budget \$2,792 \$12,000 \$14,792
PLANNING ZONING 101-41910 41910-100 Wages & Salaries 41910-121 PERA (7.5%) 41910-122 FICA (7.65%) 41910-131 Employer Paid Health 41910-110 Other Pay 41910-182 Seminars 41910-218 Office Expense 41910-300 Prof Svs 41910-304 Legal Fees 41910-313 Bldg Official 41910-351 Legal Notices Publishing 41910-351 Reimbursable Expense PLANNING ZONING TOTAL	2020 Budget 16,230 370 375 1756 1,600 500 100 0 1,000 40,000 1,400 1,000 64,331
GENERAL GOVT BUILDINGS/PLANT 101-41940 41940-220 Repair/Maint Supply 41940-300 Prof Services 41940-311 Real Estate Tax 41940-381 Electric & Heat 41940-383 Gas Utilities 41940-384 Refuse/Garbage Disp 41940-396 Safety Program & Equip 41940-401 Repairs/Main Bldg 41940-430 Miscellaneous 41940-500 Capital Outlay GEN GOVT BLDG/PLANT TOTAL	2020 Budget 500 0 150 9000 4500 150 0 4000 0 0 18300
POLICE ADMINISTRATION 101-42110 42110-101 Full-Time Employ 42110-102 Overtime 42110-103 Part-Time Employ 42110-121 PERA 42110-122 FICA 42110-131 Employer Health PERSONNEL TOTALS 42110-182 Seminars 42110-200 Office Supplies 42110-208 Training & Inspection 42110-210 Operating Supplies 42110-218 Office Expense 42110-300 Professional Svs 42110-304 Legal Fees 42110-321 Telephone 42110-322 Postage 42110-381 Electric & Heat Utilities 42110-383 Gas Utilities 42110-384 Refuse/Garbage Disp 42110-401 Repairs/Mnt Buildings	2020 Budget 281,642 2,000 0 45,626 4,084 5,860 339,212 2,200 800 5,400 1,700 2,900 4,500 45,000 5,000 150 2,000 800 75 300

42110-417 Uniforms/Outerwear	500
42110-430 Miscellaneous	2,500
42110-433 Dues & Subscriptions	500
42110-436 Towing Charges	800
42110-440 Canine Expense	1,000
42110-480 Gas & Repair-Police Car	9,000
42110-500 Capital Outlay	3,500
42110-503 Computers/Software/W	1,000
42110-508 Radio-Mobile/Base	1,500
42110-624 Refunds Of User Charge	0
42110-639 Clothing Allowance	1,500
42110-731 Arlington Night Out	0
42110-733 Reimbursable Expense	0
POLICE TOTAL	500
	432,337
FIRE STATION & BLDGS	2020
101-42280	Budget
42280-112 2% State Fire Aid	26,000
42280-124 Fire Pension Contrib	4,095
FIRE TOTAL	30,095
CIVIL DEFENSE	2020
101-42500	Budget
42500-103 Part-Time Employees	1,000.0
42500-122 FICA	77.0
PERSONNEL TOTALS	1,077.0
42500-210 Operating Supplies	0
42500-321 Telephone	0
42500-500 Capital Outlay	0
42500-636 Supplies & Repairs	163
CIVIL DEFENSE TOTAL	1,240
PUBLIC WORKS	2020
101-43000	Budget
43000-101 Full-Time Employ	84,070
43000-102 Overtime	3,000
43000-103 Part-Time Employ	1,000
43000-121 PERA	6,305
43000-122 FICA	6,431
43000-131 Employer Health	8,350
PERSONNEL TOTALS	109,157
43000-170 Permits & Licenses	750
43000-200 Office Supplies	150
43000-208 Training & Instruct	1,000
43000-210 Operating Supplies	4,500
43000-216 Chemicals & Chem Prod	2,000
43000-224 Street Maint Materials	23,000
43000-226 Street Signs & Materials	3,000
43000-230 Mosquito Control	3,000
43000-300 Professional Svcs	1,500
43000-303 Engineering Fees	12,000
43000-300 Real Estate Tax	25
43000-321 Telephone	2,750
43000-381 Electric & Heat Utilities	1,100
43000-383 Gas Utilities	2,500
43000-384 Refuse/Garbage Disp	1,500
43000-385 Recycling	6,000
43000-387 Christmas Lighting	500
43000-396 Safety Program & Equip	1,200
43000-398 Community Sign	500
43000-401 Repairs/Mnt Buildings	4,000

43000-420 Shop Equip	2,500
43000-430 Miscellaneous	0
43000-436 Towing Charges	200
43000-480 Gas & Repair	23,000
43000-486 Snow Removal	55,000
43000-487 Grading Streets/Alleys	4,000
43000-488 Tree Removal	9,000
43000-500 Capital Outlay	5,000
43000-503 Computers/Software/W	500
43000-730 Construction Costs	0
43000-733 Reimbursable Expense	1,000
PUBLIC WORKS TOTAL	280,332
STREET LIGHTING	2020
101-43160	Budget
43160-381 Electric & Heat	9500
43160-500 Capital Outlay	500
STREET LIGHTING TOTALS	10000
ANIMAL CONTROL	2020
101-42700	Budget
42700-261 License	100
42700-430 Miscellaneous	500
ANIMAL CONTROL TOTAL	\$600
HEALTH SERVICES	2020
101-44100	Budget
44100-110 Other Pay	0
44100-122 FICA	0
HEALTH SRVS TOTAL	\$0
PARK AREAS & RECREATION	2020
101-45202	Budget
REVENUES	
45202-34101 Rent revenues	3,250
45202-36200 Misc revenues	750
45202-36230 Contr & donations	0
45202-38080 Other rec revenues	0
45202-39203 Transfer from other fund	23,000
PARK REVENUE TOTAL	27,000
EXPENDITURES	
45202-100 Wages & Salaries	13,071
45202-110 Other Pay	600
45202-122 FICA	793
PERSONNEL TOTALS	14,464
45202-170 Permits & Licenses	800
45202-210 Operating Supplies	5,000
45202-216 Chemical and	2,500
45202-220 Repair/Maint Supply	2,000
45202-300 Professional Srvs	3,000
45202-303 Engineering Fees	500
45202-300 Real Estate Tax	90
45202-381 Electric & Heat Utilities	5,000
45202-383 Gas Utilities	1,000
45202-384 Refuse/Garbage Disp	650
45202-401 Repairs/Mnt Buildings	2,000
45202-418 Other Rentals	4,400
45202-420 Shop Equip	0
45202-430 Miscellaneous	950
45202-467 Gas & Repair-Mower	2,500

45202-485 Gas & Repair-Misc	400
45202-500 Capital Outlay	5,000
45202-732 Community Ed/Rec Subsidy	23,000
45202-733 Reimbursable Expense	0
PARKS EXPENDITURES TOTAL	73,254
LIBRARIES	2020
101-45500	Budget
45500-103 Part-Time Employees	0
45500-110 Other Pay	600
45500-121 PERA	0
45500-122 FICA	0
PERSONNEL TOTALS	600
45500-184 Librarian/Sibley County	25,328
45500-210 Operating Supplies	350
45500-220 Repair/Maint Supply	1,000
45500-311 Real Estate Tax	25
45500-321 Telephone	650
45500-381 Electric & Heat	1,500
45500-383 Gas Utilities	800
45500-384 Refuse/Garbage Disp	150
45500-401 Repairs/Maint Buildings	300
45500-430 Miscellaneous	75
45500-500 Capital Outlay	0
LIBRARIES TOTAL	30,778
ECONOMIC DEVELOPMENT	2020
101-46500	Budget
46500-100 Wages & Salaries	2,1640
46500-121 PERA (7.5%)	1,630
46500-122 FICA (7.65%)	1,660
46500-131 Employer Paid Health	2,345
46500-110 Other Pay	1,250
PERSONNEL TOTALS	28,525
46500-181 Mileage	0
46500-182 Seminars	0
46500-218 Office Expense	0
46500-300 Professional Svcs	0
46500-303 Engineering Fees	0
46500-304 Legal Fees	500
46500-321 Telephone	0
46500-322 Postage	100
46500-340 Advertising	1,800
46500-354 Other Print/Binding	0
46500-430 Miscellaneous	1,000
46500-433 Dues & Subscriptions	
46500-733 Reimbursable Expense	100
ECONOMIC DEV. TOTAL	32,025
OTHER FINANCING USES	2020
101-49300	Budget
49300-700 Transfers	313,000
OTHER TOTAL	313,000
FUND 102 TAX ABATEMENT	
102-46500	2020
REVENUES	Budget
46500-31000 General Property Tax	7,500
46500-36210 Interest Earnings	12
TAX ABATEMENT REVENUES TOTAL	7,512

EXPENDITURES	
46500-715 Tax Abatement - Cemstone	5025
46500-715 Tax Abatement - Golden	2,100
TAX EXPENDITURES TOTAL	\$7,125
FUND 201 FIRE FUND	
201-42280	2020
REVENUES	Budget
42280-33100 Federal Grants & Ai	0
42280-33400 State Grants & Aids	4,200
42280-33421 Insurance Premium D	150
42280-34202 Special Fire Protection	30,000
42280-34203 Service Calls	13,000
42280-36200 Misc Revenues	0
42280-36210 Interest Earnings	1,000
42280-36230 Contributions & Do	1,000
42280-39101 Sale Of Gen Fixed Assets	0
42280-39203 Transfer From Other	80,000
42280-36230 Reimbursable Expense	0
FIRE REVENUES TOTAL	129,350
EXPENDITURES	
42280-101 Full-Time Employ	50,000
42280-122 FICA	3,825
PERSONNEL TOTALS	53,825
42280-181 Mileage	400
42280-200 Office Supplies	300
42280-210 Training & Instruction	12,000
42280-210 Operating Supplies	1,000
42280-211 Batteries	200
42280-301 Auditing & Acctg Srvs	6,500
42280-304 Legal Fees	500
42280-305 Medical & Dental Fees	4,000
42280-321 Telephone	1,200
42280-360 Ins-Fire, Liab., Wc	16,000
42280-381 Electric & Heat Utilities	1,500
42880-383 Gas Utilities	1,500
42280-834 Refuse/Garbage Dispos	200
42280-396 Safety Program & Equip	1,500
42280-401 Repairs/Maint & Equip	2,500
42280-417 Uniforms/Outerwear	2,500
42280-420 Shop Equipment	500
42280-430 Miscellaneous	1,500
42280-431 Bad Debt Expense	0
42280-431 Dues & Subscriptions	500
42280-485 Gas & Repair Misc	22,000
43000-500 Capital Outlay	0
42280-508 Radio-Mobile/Base	1,000
42280-700 Transfers	0
42280-733 Reimbursable Expense	0
FIRE EXPENDITURES TOTAL	131,125
FUND 202 AMBULANCE FUND	
202-42153	2020
REVENUES	Budget
42153-33100 Federal Grants & Aids	0
42153-33400 State Grants & Ai	1,000
42280-33421 Insurance Premium D	100
42280-34203 Service Calls	240,000

42153-34208 Spec Ambulance Prot	7,500
42280-36200 Misc Revenues	0
42280-36210 Interest Earnings	1,500
42153-36215 Reimbursable Exp	250
42280-36230 Contributions & Do	0
42280-39203 Transfer From Other	30,000
42153-36200 Miscellaneous Rev	0
AMBULANCE REVENUES TOTAL	280,350
EXPENDITURES	
42153-100 Wages & Salaries	137,000
42153-122 FICA	10,481
PERSONNEL TOTALS	147,481
42153-200 Office Supplies	100
42153-208 Training & Instruction	8,700
42153-217 Other Operating Supplies	10,000
42153-220 Repair/Maint Supply	2,000
42153-261 License	700
42153-300 Professional Srvs	76,000
42153-301 Auditing & Accting Srvs	9,000
42153-304 Legal Fees	200
42153-310 Other Professional Serv	1,000
45500-321 Telephone	1,800
42153-322 Postage	130
42153-360 Ins-Fire, Liab., Wc	22,000
42153-381 Electric & Heat	2,300
42153-383 Gas Utilities	1,000
45500-384 Refuse/Garbage Disp	90
42153-396 Safety Program & Equip	75
42153-401 Repairs/Mnt Buildings	1,200
42153-430 Miscellaneous	300
42153-433 Dues & Subscriptions	80
42153-485 Gas & Repair Misc	8,000
42153-491 Emt Training Reimb	0
42153-500 Capital Outlay	0
42153-503 Computers/Software	5,000
42153-508 Radio Mobile Base	1,500
42153-700 Transfers	0
AMBULANCE EXPENDITURES TOTAL	298,656
FUND 203 COMMUNITY CENTER FUND	
203-45000	
REVENUES	
45000-32110 Liquor License	1,500
45000-32200 Caterer Server Fee	2,500
45000-33421 Insurance Premium D	250
45000-33422 Other State Aid Grants (PERA)	80
45000-34000 Charges For Services	2,600
45000-34101 Rent Revenues	32,000
45000-34110 Farmers Market Fees	0
45000-34113 Comm Sign Adv	1,000
45000-34117 Rental Deposit	6,500
45000-36200 Miscellaneous Revenues	800
45000-36210 Interest Earnings	100
45000-36215 Reimbursable Exp	2,500
45000-39203 Transfer From Other	40,000
Transfer in from Med Ctr Lease	440
COMMUNITY CENTER REVENUES TOTAL	90,270
EXPENDITURES	
45000-100 Wages & Supplies	26,100

45000-110 Other Pay	600
45000-121 PERA	1,958
45000-122 FICA	1,997
45000-131 Employer Paid Health Ins.	5,350
PERSONNEL TOTALS	36,004
45000-170 Permits & Licenses	150
45000-210 Operating Supplies	4,000
45000-300 Professional Svcs	7,000
45000-304 Legal Fees	50
45000-322 Postage	20
45000-340 Advertising	3,000
45000-360 Ins-Fire, Liab, Wc	6,000
45500-381 Electric & Heat	13,250
45500-383 Gas Utilities	3,500
45500-384 Refuse/Garbage Disp	770
45000-396 Safety Program & Equip	3,000
45000-401 Repairs/Maint Buildings	5,000
45000-406 Repairs, Supplies & Other	2,500
45000-410 Rentals	5,000
45500-430 Miscellaneous	0
45000-450 Farmers Market	500
45000-499 Kitchen Expense	3,000
45500-500 Capital Outlay	1,500
45000-624 Refunds Of Other Charges	6,500
45000-733 Reimbursable Expense	0
45000-700-Transfers	0
COMMUNITY CTR EXPENDITURES TOTAL	100,744
FUND 204 EDA LOAN FUND	
204-46550	2020
REVENUES	Budget
46550-34117 Rental Deposit	0
46500-36201 Loan Interest	500
46500-36205 Loan Payments	0
46500-36210 Interest Earning	1,400
46550-36225 Land Rental Eda	10,000
46550-38006 Eda Bldg Rent	0
46550-39101 Sales Of Gen Fixed Asses	0
46550-39203 Transfer From Other	0
46550-36215 Reimbursable Expense	0
EDA LOAN REVENUES TOTAL	11,900
EXPENDITURES	
46550-300 Prof Svcs	5,000
46550-304 Legal Fees	0
46550-311 Real Estate Tax	5,000
46550-340 Advertising	300
46550-360 Ins-Fire, Liab	0
46550-381 Electric	0
46550-383 Gas Utilities	0
46550-401 Repairs/Maint Buil	0
46550-432 Forgivable EDA Loan	0
46550-495 Loans Made	0
46550-510 Land	0
46550-624 Refunds	0
46550-700 Transfers	0
EDA LOAN EXPENDITURES TOTAL	10,300
FUND 205 EDA REVOLVING LOAN FUND	
205-46500	2020

REVENUES	Budget
46500-36201 Loan Interest	1,000
46500-36205 Loan Payments	0
46500-36210 Interest Earning	750
46550-39203 Transfer From Other	0
EDA RLF REVENUES TOTAL	1,750
EXPENDITURES	
46500-604 Arlington Auto & Farm L	0
46500-616 Rev Loan Installment	0
46500-700 Transfers	0
46500-304 Legal Fees	250
EDA RLF EXPENDITURES TOTAL	\$0
FUND 206 SMALL CITIES DEVPT PROGRAM	
206-46500	2020
REVENUES	Budget
46500-33100 Fed Grants & Aids	0
46500-36205 Loan Payments	0
46500-36210 Interest Earning	0
46550-39203 Transfer From Other	0
SMALL CITIES DEVPT PROG REVENUES TOTAL	\$0
EXPENDITURES	
Professional Services	0
Small Cities Develop	0
Transfers	0
SMALL CITIES DEVPT PROG EXPENDITURES TOTAL	\$0
FUND 207 CEMETERY FUND (Operating Fund)	
207-49990	2020
REVENUES	Budget
49990-34940 Cemetery Revenues	1,200
49990-34941 Grave Markings	1,000
49990-36210 Interest Earnings	500
49990-36215 Reimbursable Expense	500
49990-36230 Contributions & Donations	-
49990-39203 Transfer From Other	6,000
CEMETERY (OPERATING) REVENUES TOTAL	9,200
EXPENDITURES	
49990-100 Wages & Supplies	3,540
45000-110 Other Pay	300
49990-122 FICA	450
PERSONNEL TOTALS	4,290
49990-200 Office Supplies	0
49990-301 Auditing And Acct	0
49990-303 Engineering Fees	0
49990-304 Legal Fees	225
49990-406 Repairs, Supplies & Other	500
49990-420 Shop Equipment	100
49990-430 Miscellaneous	500
49990-467 Gas & Repair	1,000
49990-500 Capital Outlay	0
49990-700-Transfers	0
49990-733- Reimbursable Expenses	500
CEMETERY (OPERATING) EXPENDITURES TOTAL	6,615
FUND 208 CEMETERY FUND (Perpetual Fund)	
208-49990	2020

REVENUES	Budget
49990-34940 Cemetery Revenues	1,250
49990-36210 Interest Earnings	0
CEMETERY (PERPETUAL) REVENUES TOTAL	\$1,250
EXPENDITURES	
49990-700-Transfers	0
CEMETERY (PERPETUAL) EXPENDITURES TOTAL	\$0
FUND 210 MEDICAL CENTER LEASE REVENUE FUND	
210-44100	2020
REVENUES	Budget
44100-37700 Hospital Lease Revenue	104,403
Transfer IN	0
44100-36210 Interest Earnings	100
Other Financing Sources (Property Tax)	71,000
MEDICAL CENTER LEASE REVENUES TOTAL	175,503
EXPENDITURES	
44100-311 Real Estate Tax	71,000
44100-700 Transfer Out	108,940
47000-620 Fiscal Agent Fee	0
MEDICAL CENTER LEASE EXPENDITURES TOTAL	179,940
FUND 215 PARK DEDICATION FUND	
215-45202	2020
REVENUES	Budget
45202-34780 Park Fees	0
45202-36210 Interest Earnings	300
45202-39203 Transfer From Other	0
PARK DEDICATION REVENUES TOTAL	\$300
PARK DEDICATION FUND (CAPITAL PROJECTS)	
215-46350	
EXPENDITURES	
46350-500 Capital Outlay	0
PARK DEDICATION TOTAL	\$0
SINKING FUNDS	
314, 315, 417	2020
	Budget
REVENUES FUND 314, 2009 IMPROVEMENTS	
47000-31000 General Property Tax	44,100
47000-34114 Miscellaneous Refund	6,000
47000-36100 Special Assessments	5,000
47000-36210 Interest Earnings	750
47000-39203 Transfer From Other	0
47000-39310 Proceeds-Gen Oblig	0
FUND 314 REVENUES TOTAL	55,850
EXPENDITURES FUND 314, 2009 IMPROVEMENTS	
(Construction)	
46350-601 Debt Srv Bond Principal	0
46350-611 Bond Interest	0
46350-620 Fiscal Agent Fee	0
FUND 314 CONST EXPENDITURES TOTAL	\$0
EXPENDITURES FUND 314, 2009 IMPROVEMENTS	
(Final Bond)	
47000-601 Debt Srv Bond Principal	37,740
47000-611 Bond Interest	15,260
46350-620 Fiscal Agents Fee	0

FUND 314 FINAL BOND EXPENDITURES TOTAL	53,000
REVENUES FUND 315, 2012 GO IMPROVEMENTS	
47000-31000 General Property Tax	5,000
47000-36100 Special Assessments	10,000
47000-36210 Interest Earnings	1,200
47000-39203 Transfer From Other	0
47000-39310 Proceeds-Gen Oblig	0
FUND 315 GO IMPVMTS REVENUES TOTAL	16,200
EXPENDITURES FUND 315, 2012 GO IMPROVEMENTS	
47000-601 Debt Srv Bond Principal	6,900
47000-611 Bond Interest	2,014
47000-620 Fiscal Agents Fee	495
47000-725 Returned Funds	0
FUND 315 EXPENDITURES TOTAL	9,409
REVENUE FUND 317, 2015 STREET & UTILITY GO IMPROVEMENTS	
46350-31000 General Property Tax	73,587
46350-36100 Special Assessments	31,439
46350-36210 Interest Earnings	200
46350-39203 Transfer From 210 Med Ctr (To Fund Sidewalk)	3,000
46350-39310 Proceeds-Gen Oblig	
FUND 417 REVENUES TOTAL	108,226
EXPENDITURES	
46350-601 Debt Srv Bond Principal	74,400
46350-611 Bond Interest	25,932
46350-620 Fiscal Agents Fee	495
FUND 417 EXPENDITURES TOTAL	100,827
REVENUE FUND 318, 2017 STREET & UTILITY GO IMPROVEMENTS	
47000-31000 General Property Tax	49,579
47000-36100 Special Assessments	31,439
47000-36210 Interest Earnings	500
47000-39203 Transfer From 210 Med Ctr (To Fund Sidewalk)	0
47000-39310 Proceeds-Gen Oblig	0
FUND 417 REVENUES TOTAL	81,518
EXPENDITURES	
46350-601 Debt Srv Bond Principal	61,630
46350-611 Bond Interest	22,961
46350-620 Fiscal Agents Fee	0
FUND 417 EXPENDITURES TOTAL	84,591
FUND 321 2019 STREET & UTILITY GO IMPROVEMENTS	
	2020
REVENUES	Budget
47000-31000 General Property Tax	23,320
47000-36100 Special Assessment	39,820
47000-36210 Interest Earnings	0
FUND 321 REVENUES TOTAL	63,140
EXPENDITURES	
47000-601 Debt Serv Bond Principal	0
47000-611 Bond Interest	35,000
47000-620 Fiscal Agents Fees	500

FUND 321 EXPENDITURES TOTAL	35,500
FUND 350 AMBULANCE 2016 350-46350 REVENUES 46350-36103 Township Assessment 46350-36200 Misc Rev 46350-36210 Interest Earnings Transfer In (From 401 CIP) AMBULANCE REVENUES TOTAL EXPEDITURES 46350-500 Capital Outlay 47000-601 Debt Srv Bond Principal 47000-611 Bond Interest 46350-620 Fiscal Agents Fee AMBULANCE EXPENDITURES TOTAL	2020 Budget 0 0 60 2,500 2,560 0 17,000 1,234 0 \$18,234
FUND 351 FIRE TANKER TRUCK 2019 351-46350 REVENUES 47000-31000 GENERAL PROPERTY TAX 47000-33402 MARKET VALUE CREDIT 47000-36103 TOWNSHIP ASSESSMENT 46350-36210 INTEREST EARNINGS 46350-39310 PROCEEDS-GEN OBLIG FIRE TRUCK REVENUES TOTAL EXPENDITURES 46350-500 CAPITAL OUTLAY 46350-620 FISCAL AGENTS FEE 47000-601 DEBT SERV BOND PRINCIPAL 47000-611 BOND INTEREST 47000-700 TRANSFERS FRE TRUCK EXPENDITURES TOTAL	20,985 0 108,750 0 0 129,735 70,000 500 20,985 0 0 91,485
FUND 352 FIRE PUMPER TRUCK 2014 352-46350 REVENUES 47000-31000 General Property Tax 46350-36103 Township Assessment 46350-36200 Misc Rev 46350-36210 Interest Earnings 46350-39310 Proceeds-Gen Oblig 47000-39203 Transfer from Other Fund FIRE TRUCK REVENUES TOTAL EXPEDITURES 46350-485 Gas and Repair 46350-500 Capital Outlay 47000-601 Debt Srv Bond Principal 47000-611 Bond Interest 46350-620 Fiscal Agents Fee FIRE TRUCK EXPENDITURES TOTAL	2020 Budget 30,000 0 0 150 0 0 30,150 0 0 59,000 634 0 \$59,634
FUND 360 HOSPITAL BOND FUND 360-47000 REVENUES 47000-37700 Hospital Lease Revenue HOSPITAL BOND REVENUES TOTAL	2020 Budget 268,710 \$268,710

EXPENDITURES	
47000-601 Debt Serv Bond Principal	210,000
47000-611 Bond Interest	58,710
HOSPITAL BOND EXPENDITURES TOTAL	\$268,710
FUND 401 CAPITAL EQUIPMENT FUND	2020
REVENUES	Budget
43000-39300 Bond Proceeds	0
46350-36200 Miscellaneous Revenues	40,000
46350-36210 Interest Earnings	1,500
46350-39203 Transfer From Other	0
Transfer In Cashed-In CD-Streetsweeper	0
Transfer In From Gen Fund "Misc Other" (Capital Improv Levy)	139,000
Transfer In From 207 Cemetery	0
Transfer In From EDA	0
Transfer in from Med Ctr Revenue	10,000
CAPITAL EQUIP REVENUES TOTAL	200,500
EXPENDITURES	
41400 Admin Office	0
41940 Gen Govt Bldgs/Plant Capital Outlay	0
42110 Police Admin Capital Outlay	17,700
42153 Ambulance Capital Outlay	0
42280 Fire Stations & Bldgs Capital Outlay	0
42500 Civil Defense	0
43000 Public Wks & Streets Capital Outlay	251,000
45000 Culture & Rec Capital Outlay	0
45202 Park Areas & Rec Capital Outlay	12,000
45500 Libraries	0
46550 Econ Dvlpt Eda Capital Outlay	0
49990 Other Expense Capital Outlay	0
Transfer Out To 210 Med Lease Rev	0
Transfer out to Gen Fund to Pay Back CD	0
42153-700 Transfers	23,000
4300-601 Principal Payment to MVEC	10,000
CAPITAL EQUIP EXPENDITURES TOTAL	313,700
FUND 410 ECONOMIC DEVELOPMENT AUTHORITY	
410-46550	2020
REVENUES	Budget
46550-36200 Miscellaneous Revenue	0
46550-36210 Interest Earnings	0
46550-36225 Land Rental - Eda	0
46550-38006 Lot/Land Sale	0
46550-39203 Transfer From Other	0
EDA REVENUES TOTAL	\$0
EXPENDITURES	
46550-300 Professional Svs	0
46550-304 Legal Fees	0
46550-311 Real Estate Tax	0
46550-340 Advertising	0
46550-430 Miscellaneous	0
46550-700 Transfers	0
46550-728 Rail Coalition	0
46550-734 Lot Acquisition	0
EDA EXPENDITURES TOTAL	\$0
601 WATER FUND	
601-49400	2020
REVENUES	Budget
4700-34114 Miscellaneous Refunds	0
49400-33421 Insurance Premium D	100
49400-34101 Rent Revenues	27,000

49400-36100 Special Assessments	100
49400-36200 Misc Revenues	500
49400-36210 Interest Earnings	2,500
49400-36215 Reimbursable Expen	0
49400-36230 Contributions & Donations	0
49400-37100 Water Sales	420,000
49400-37150 Water Connect/Recon	500
49400-37160 Water Penalty	5,000
49400-39203 Transfer From Other	0
49400-39310 Proceeds-Gen Obligat	0
49400-39999 Contrib Capital From	0
WATER REVENUES TOTAL	455,700
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	47,000
47000-611 Bond Interest	18,000
49300-620 Fiscal Agents Fee	300
49300-700 Transfers	0
49400-170 Permits & Licenses	1,000
49400-180 Operator Contract	108,500
49400-218 Office Expense	260
49400-300 Professional Srvs	0
49400-301 Auditing And Acct	1,650
49400-303 Engineering Fees	1,500
49400-304 Legal Fees	500
49400-321 Telephone	0
49400-322 Postage	900
49400-360 Ins-Fire, Liab, Wc	3,000
49400-381 Electric & Heat	22,000
49400-383 Gas Utilities	3,400
49400-390 Water Connection Fees	5,428
49400-392 Testing	0
49400-394 Meters, Hydrants, Paint	8,000
49400-395 Repairs-Meters, Hydrant	10,000
49400-401 Repairs/Maint Bldgs	5,000
49400-404 Repairs/Maint Machinery	0
49400-405 Depreciation	90,000
49400-430 Miscellaneous	500
49400-431 Bad Debt Expense	0
49400-433 Dues & Subscriptions	250
49400-500 Capital Outlay	93,528
49400-503 Computers/Software/W	500
49400-636 Supplies & Repairs	3,000
49400-733 Reimb. Expense	1,500
49400-999 Prior Period Adjustment	0
WATER EXPENDITURES TOTAL	425,716
FUND 602 SEWER FUND	2020
602-49450	Budget
REVENUES	
4700-34114 Miscellaneous Refunds	1,000
49450-36100 Special Assessments	1,500
49450-36200 Misc Revenues	150
49450-36210 Interest Earnings	0
49450-36213 Base Fees	73,500
49450-37200 Sewer Sales	7,000

49450-37250 Sewer Connect/Recon	500
49450-37260 Sewer Penalty	6,750
49400-39999 Contrib Capital From	0
SEWER REVENUES TOTAL	90,400
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	30,441
47000-611 Bond Interest	10,275
49300-599 Capital Contributions	0
49300-620 Fiscal Agents Fee	500
49300-700 Transfers	0
49400-170 Permits & Licenses	1,100
49400-180 Operator Contract	7,220
49450-300 Professional Services	0
49400-301 Auditing And Acct	0
49400-303 Engineering Fees	2,000
49400-304 Legal Fees	50
49400-381 Electric & Heat	1,800
49450 - Depreciation	225,000
49450-408 Rep & Supp. Lift Station	2,000
49400-430 Miscellaneous	0
49400-431 Bad Debt Expense	0
49400-500 Capital Outlay	10,000
49400-636 Supplies & Repairs	0
49400-999 Prior Period Adjustment	0
SEWER EXPENDITURES TOTAL	290,386
FUND 603 AGI SEWER FUND	
603-49450	2020
REVENUES	Budget
49450-33100/33400	0
47000-39310 Proceeds - Gen Obligation Bond	0
49300-39203 Transfer From Other	0
49450-33421 Insurance Premium D	500
49450-36200 Misc Revenues	0
49450-36210 Interest Earnings	3,000
49450-36213 Base Fees	385,000
49450-36215 Reimbursable Expense	0
49450-37200 Sewer Sales	200,000
AGI SEWER REVENUES TOTAL	588,500
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	240,000
47000-611 Bond Interest	30,000
47000-620 Fiscal Agents Fees	0
47000-700 Transfers	0
49300-620 Fiscal Agents Fee	0
49300-700 Transfers	19,000
49400-170 Permits & Licenses	1,500
49400-180 Operator Contract	129,000
49400-200 Office Supplies	0
49400-218 Office Expense	250
49400-300 Professional Srvs	0
49400-301 Auditing And Acct	4,900
49400-303 Engineering Fees	600

49400-304 Legal Fees	300
41400-321 Telephone	0
41400-322 Postage	900
49400-360 Ins-Fire, Liab, Wc	11,000
49400-381 Electric & Heat	50,000
49400-383 Gas Utilities	4,300
49450-384 Refuse/Garbage Disposal	500
49450-392 Testing	2,300
49450-396 Safety Program & Equip	150
49450-408 Rep & Supp. Lift Station	500
49450-409 Rep/Sup-Ww Facility	10,000
49400-430 Miscellaneous	0
49450-485 Gas & Repair Misc	1,500
49400-500 Capital Outlay	10,000
49400-503 Computers/Software/W	500
49400-636 Supplies & Repairs	500
AGI SEWER EXPENDITURES TOTAL	517,700
FUND 604 ELECTRIC FUND	
604-49550	2020
REVENUES	Budget
49450-33421 Insurance Premium D	300
49550-33422 Other State Aid Grant	500
49550-34000 Charges For Services	0
49550-36200 Misc Revenues	0
49550-36210 Interest Earnings	5,000
49550-36215 Reimbursable Expense	0
49550-37400 Electricity Sales	1,700,000
49550-37450 Electric Connect/Reco	500
49550-37460 Elec Penalty	22,000
49550-37470 Meter Deposits	8,500
49550-39203 Transfer From Other	0
46350-39310 Proceeds-Gen Oblig	0
49550-33400 PERA Pension Revenue	0
ELECTRIC FUND REVENUES TOTAL	1,736,800
EXPENDITURES 47000 & 49550 ELECTRIC UTILITIES	
47000-601 Debt Bond Principal	40,000
47000-611 Bond Interest	21,000
49300-620 Fiscal Agent Fee	500
BOND DEBT TOTAL	61,500
41400-100 Wages & Salaries	99,247
41400-121 PERA	7,444
41400-122 FICA	7,593
49550-129 GERF Change	0
41400-131 Employer Paid Health	14,856
PERSONNEL TOTALS	129,140
41400-170 Permits & Licenses	10,000
41400-181 Mileage	100
41400-182 Seminars	0
41400-200 Office Supplies	125
41400-218 Office Expense	2,000
41400-300 Professional Srvs	12,500
41400-301 Auditing And Acct	2,500
41400-303 Engineering Fees	15,000
41400-304 Legal Fees	150
41400-312 Bank Processing Fees	0
41400-321 Telephone	1,500
41400-322 Postage	4,500

41400-341 Rebates-CIP-Electric	25,000
41400-360 Ins-Fire, Liab, Wc	2,500
41400-383 Gas Utilities	200
41400-389 Energy Purch	1,425,000
49550-396 Safety Program	0
41400-397 Facility Charge	13,500
49550-405 Depreciation	115,000
41400-430 Miscellaneous	300
49550-431 Bad Debt Expense	0
41400-433 Dues & Subscriptions	3,000
41400-437 Services-McLeod Coop	75,000
41400-485 Gas & Repair M	1,000
41400-500 Capital Outlay	10,000
41400-503 Computers/Software	1,500
49550-624 Refunds Of User Charge	500
49550-625 Meter Deposits Refunded	8,000
49550-627 Assessment-Public Srv	1,500
49550-635 Transformers, Wires, Poles	15,000
49550-636 Supplies & Repairs	2,500
49550-637 Service Locations	6,000
49550-733 Reimbursable Expense	0
ELECTRIC FUND EXPENDITURES TOTAL	1,883,015
FUND 605 STORM WATER DRAINAGE FUND	2020
605-47000 DEBT SERVICE & 49600 STORM WATER DRAINAGE REVENUES	Budget
	10,000
Federal Grants/State Aids	0
49600-36210 Interest Earnings	100
49600-37500 Storm Water Utility Fees	96,600
49600-37560 Storm Water Penalty	750
STORM WATER DRAINAGE REVENUES TOTAL	107,450
EXPENDITURES	
47000-599 Capital Contribution	0
47000-601 Debt Srv Bond Principal	50,700
47000-611 Bond Interest	19,000
47000-620 Fiscal Agents Fee	0
49600-170 Permits & License	1,310
49600-303 Engineering Fees	5,250
49600-304 Legal Fees	100
49600-405 Depreciation	20,000
49600-430 Misc	100
49600-500 Capital Outlay	0
49600-513 Storm Sewer (Operating, Repair Items)	2,000
STORM WATER DRAINAGE EXPENDITURES TOTAL	98,460
FUND 606: COMM CTR BOND & INTEREST (2004 PUBLIC PROJ)	2020
606-47000 DEBT SERVICE	Budget
REVENUES	
47000-31000 General Property Tax	0
47000-33402 Market Value Credit	0
47000-36210 Interest Earnings	0
COMM CTR BOND REVENUES TOTAL	\$0
EXPENDITURES	
47000-601 Debt Srv Bond Principal	0
47000-611 Bond Interest	0
47000-620 Fiscal Agents Fee	0
COMM CTR BOND EXPENDITURES TOTAL	\$0

General Fund Revenues	\$1,640,010
General Fund Expenditures	<u>\$1,640,010</u>
Surplus/Deficit	0
Spec Rev. Revenues	\$707,385
Spec Rev. Expenditures	<u>\$734,755</u>
Surplus/Deficit	-\$27,370
Enterprise Fund Revenues	\$2,971,850
Enterprise Fund Expenditures	<u>\$2,990,077</u>
Surplus/Deficit	-\$11,227
Debt Service Revenues	\$756,089
Debt Service Expenditures	<u>\$721,287</u>
Surplus/Deficit	\$34,802
All Funds Total Revenues	\$6,082,334
All Funds Total Expenditures	<u>\$6,086,129</u>
Surplus/Deficit	-\$3,795

BE IT FURTHER RESOLVED, that a summary of the revenues and expenditures be published in the official newspaper of the City.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Morgan, and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman and Morgan and the following were absent: Hatlestad; (one Councilmember position presently open).

Adopted by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

D) 70- 2019 - A Resolution Adopting a Schedule of Fees and Charges for Various Services, Licenses and Permits.

Adm. Melvin provided additional detail regarding this Resolution to the Council. This Resolution does not include the proposed changes as recommended for the Revised Community Center Policy (Item #12 under Unfinished Business following in the agenda).

Motion by Battcher, Second by Morgan, and passed by unanimous vote of those present, to TABLE this Resolution until discussion has occurred and decision has been made by the Council regarding the proposed changes as recommended in Agenda Item #12. This would now be item 12.A. under Unfinished Business. 3 members in favor, none opposed, 1 member absent, 1 position vacant.

E) 71-2019 – A Resolution Accepting a Donation.

Adm. Melvin provided background information on this donation from the Wm. Harder Family Trust which is being made to the Arlington Fire Dept.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present to APPROVE and accept Resolution 71-2019 A Resolution Accepting a Donation. 3 members in favor, none opposed, 1 member absent, 1 position vacant.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION 71-2019

A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

WHEREAS, Minnesota State Statutes 465.03 states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, the City may not, however, accept or use gifts for religious or sectarian purposes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members; and

WHEREAS, the City of Arlington Fire Department has received a donation of a \$750.00 from the William A. Harder Family Trust; and

WHEREAS, charitable contributions to governmental units are tax-deductible under Section 170(c)(1) of the Internal Revenue Code if made for public purpose, and

WHEREAS, the Arlington City Council and Fire Department would like to express its thankfulness for this gracious community support, and

NOW THEREFORE BE IT RESOLVED, pursuant to Minnesota State Statute 465.03 the Arlington City Council does hereby accept the aforementioned donation.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Gilman, and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman and Morgan; and the following were absent: Hatlestad; (one Councilmember position presently open).

The foregoing resolution was ADOPTED by the City Council of the City of Arlington this 16th day of December, 2019.

Adopted by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and ADOPTED and was signed by the Mayor whose signature was attested by the City Administrator.

F) 72-2019 - Accepting a Resignation and Declaring a Vacancy.

Adm. Melvin spoke about the information which had been provided to the Council in their packet and the reasons for Councilmember Cowell resigning his position.

Motion by Gilman, Second by Battcher, and passed by unanimous vote of those present, to ACCEPT Resolution 72-2019 Accepting a Resignation and Declaring a Vacancy in regard to Councilmember Cowell's position, effective December 9, 2019. 3 members in favor, none opposed, 1 member absent, 1 position vacant.

Councilmember Gilman introduced the following resolution and moved for its adoption:

RESOLUTION 72-2019

A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY.

WHEREAS, the Arlington City Council has received the written resignation of Councilmember Adam Cowell, effective on December 9, 2019.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA AS FOLLOWS:

The council accepts Councilmembers Adam Cowell's resignation as described above.

The council declares that a vacancy exists on Council effective December 9, 2019.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Battcher and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman and Morgan; and the following were absent: Hatlestad; (one Councilmember position presently open).

The foregoing resolution was ADOPTED by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and ADOPTED and was signed by the Mayor whose signature was attested by the City Administrator.

Meeting was recessed at this point at the request of Adm. Melvin in order to make copies of Resolution 73-2019 to provide to the Council as it had not been included in their packet.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present to RESUME the meeting. 3 members in favor, none opposed, 1 member absent, 1 position vacant.

G) 73-2019 – Approving Fund Transfer.

Adm. Melvin advised the Council as to the information relating to this request for approval of these fund transfers - \$94,000 to the Fire Fund; \$27,500 to the ambulance fund; \$1000 to the Cemetery and \$96,000 to the Capital Improvement fund. Council members asked for additional background for some of these transfers and funds.

EDA Director Newsom came forward from the audience and answered some of the questions asked by the Council. There was additional discussion among the Council members as to how to continue funding some of these areas.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to APPROVE Resolution 73-2019 Approving Fund Transfers. 3 members in favor, none opposed, 1 member absent, 1 position vacant.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION 73-2019

A RESOLUTION TRANSFERRING CITY FUNDS

WHEREAS, sound financial planning by the City Council of the City of Arlington and City Staff is the purpose behind the transfer and closing of funds; and

WHEREAS, the City Council deems it expedient under the circumstances to transfer the following funds:

From General Fund (101) to:

\$ 94,100.00 -- Fire Fund (201)
\$ 27,500.00 -- Ambulance Fund (202)

\$ 1,000.00-- Cemetery (207)
\$ 96,000.00 – Capital Improvement Plan (401 CIP)

From Med Ctr Lease Revenue (210) for Healthy Living Initiatives to:
\$ 24,500.00 -- General Fund (101)
 \$1,000 Police Initiatives, \$1,500 Admin fee (Admin of the Fund), \$22,000 Park n
 Rec.
\$ 440.00 -- Community Center Fund (203)
 \$440 Use of Community Bldg – Blood Drive.
\$ 2,000.00 -- 2015 Street & Utility Bond (317)
 As Part of a Fifteen-Year Transfer for the Sidewalks Portion of Project.
\$ 76,000.00 -- Capital Improvement Fund (401)

Payment from 410 Economic Development Authority to:
\$ 3,975 - Water (601)
\$ 3,900 - Sewer (602)
\$6,600 - AGI Sewer (603)

\$ 2,500.00 -- From Capital Improvement Fund (401) to Ambulance Certificate (350)
 City's portion of recent purchase.

NOW THEREFORE BE IT RESOLVED, that the aforementioned funds are hereby closed and/or transferred to the above mentioned funds of the City of Arlington.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Gilman, and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman and Morgan; and the following were absent: Hatlestad; (one Councilmember position presently open).

The foregoing resolution was adopted by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
 Mayor

Attest: /s/ Patrick Melvin
 City Administrator

Whereupon the resolution was declared duly passed and ADOPTED and was signed by the Mayor whose signature was attested by the City Administrator.

H) 74-2019 – A Resolution Accepting a Donation. *(added)*
Adm. Melvin provided the information of the donation received from Operation Round Up (a program by Minnesota Valley Electric Coop) of \$2,222 for the Arlington Ambulance for purchase of AEDs.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to ACCEPT Resolution 74-2019 A Resolution Accepting a Donation from MVEC for the Arlington Ambulance in the amount of \$2,222 to be used for purchase of AED's. 3 votes in favor, none opposed, 1 member absent, 1 position vacant.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION 74-2019

A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE

WHEREAS, Minnesota State Statutes 465.03 states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, the City may not, however, accept or use gifts for religious or sectarian purposes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members; and

WHEREAS, the City of Arlington Ambulance Service has received a donation of a \$2,222.00 from Minnesota Valley Electric Cooperative, Operation Round Up; and

WHEREAS, charitable contributions to governmental units are tax-deductible under Section 170(c)(1) of the Internal Revenue Code if made for public purpose, and

WHEREAS, the Arlington City Council and staff from the Ambulance Services would like to express its thankfulness for this gracious community support, and

NOW THEREFORE BE IT RESOLVED, pursuant to Minnesota State Statute 465.03 the Arlington City Council does hereby accept the aforementioned donation.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Gilman, and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman and Morgan; and the following were absent: Hatelstad; (one Councilmember position presently open).

The foregoing resolution was adopted by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and ADOPTED and was signed by the Mayor whose signature was attested by the City Administrator.

I) 75-2019 – A Resolution Ordering the Filing of Assessments. *(added)*

Adm. Melvin advised the Council that this was in regard to amounts owed to the City by residents which has not been paid despite attempts by the City to collect. These amounts will now be forwarded to the County to be put on the property tax assessments for these locations. These will be paid if there is a sale of the property – at that time the City will be paid. There was a question as to the actual amounts owing.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to ACCEPT Resolution 75-2019 A Resolution Ordering the Filing of Assessments – pending verification of the amounts owing and corrections to the Resolution document (which had been presented in the packet) to be appropriate to current language. 3 votes in favor, none opposed, 1 member absent, 1 position vacant.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 75-2019

A RESOLUTION ORDERING THE FILING OF ASSESSMENTS

BE IT RESOLVED, that the City Council of the City of Arlington does hereby order the filing of assessments due to the City of Arlington for bad debt, delinquent utilities, and city maintenance service costs. Such assessments are to be filed with the Sibley County Auditor. Said assessments are as follows:

<u>PID #</u>	<u>Address</u>	<u>Owner</u>	<u>Amount</u>	<u>Purpose</u>
31.0106.000	407 W. Adams St.	SEK Financial	\$766.94	2019 Utilities
31.0159.000	307 W. Baker St.	Sierra Laine Capital	\$766.94	2019 Utilities
31.0322.000	405 W. Baker St.	Nancy Seth	<u>\$766.94</u>	2019 Utilities

\$2,300.82

31.0159.000	307 W. Baker St.	Sierra Laine Capital	\$532.98	2019 Lawn Maint.
31.0322.000	405 W. Baker St.	Nancy Seth	\$532.98	2019 Lawn Maint.
			<u>\$1,065.96</u>	

NOW THEREFORE BE ITS RESOLVED, that the assessments shall be for 1-year with an interest rate of 5%;

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Gilman and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman and Morgan; and the following were absent: Hatlestad; (one Councilmember position presently open).

Adopted by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and ADOPTED and was signed by the Mayor whose signature was attested by the City Administrator.

UNFINISHED BUSINESS

10. Approve/Deny the Proposed Policy for Electrical Rate Classification.

Adm. Melvin spoke about the previous Council meeting and the discussions which had occurred regarding electrical rates and how they were categorized. Above 25 kilowatts there is a demand charge which increases the cost of the electrical rates for commercial customers. The proposal now is that "City Staff will review the commercial electrical usage at the end of each month and if the demand usage exceeds 25 kilowatts the City will bill at the large commercial rate, and if demand usage is less than 25 kilowatts the business will receive the small commercial rate for that month's utility bill."

Motion by Battcher, Second by Morgan, and passed by unanimous vote of those present, to APPROVE the Proposed Policy for Electrical Rate Classification (Update Electrical Rate Classification and Procedures on Commercial Charging). 3 votes in favor, none opposed, 1 member absent, 1 position vacant.

11. Approve/Deny Development Agreement with Hemp Heaven.

Adm. Melvin invited Community Development Director Newsom to come forward to present information on this item. She advised that at the last EDA meeting the Committee approved the agreement (drawn up by City Atty. Arneson) unanimously.

Matt Nelson (plant manager at Northland Drying) came forward from the audience to answer some questions from the Council regarding this. The Council reviewed the Agreement as had been included in their packet and asked various questions of Nelson and Newsom. Hemp Heaven will need to hook up to city water/sewer and will not be allowed to have their own well. There is concern in regard to smell and noise that has been heard from residents. The proposal is for 8 greenhouses and if drying is to be done, there will need to be a structure for that. In continued discussion it was decided that the full Council should be present to make a final decision on this

matter. In order to extend the final decision, there was an agreement to extend the date for the final Purchase Agreement.

Motion by Battcher, Second by Morgan, and passed by unanimous vote of those present, to TABLE the decision on this item, and as a part of this decision to then EXTEND the Purchase Agreement approval from the end of 2019 to February 29, 2020.

12. Approve/Deny the Revised Community Center Policy.

Community Development Director Newsom spoke to the Council to inform them of what she had learned when she started in this position. She decided to update the Community Center Policy, as there were many ambiguities in the policy presently in place. She then brought this updated policy to the Community Center Committee for their review and approval, and then also brought it to City Atty. Arneson for his review and input. The Council had discussion about how things should be implemented and what items should be charged, and which items should not be charged, i.e. if it is a non-profit group who pay no rental fees, should they be charged a cleaning fee?, etc. The Council Chamber area is to be used only for 2 hr. meetings or less, not for other events/gatherings. Newsom has updated the events calendar on the City website which will allow people to look at this calendar to see if the CC is available for rental. City Atty. Arneson provided advice that instead of having separate delineated line items that would allow the City to retain portions of the damage deposit but that renters need to be informed at the time of rental and the walk thru that if there are infractions/violations the damage deposit will be withheld. The renter will have to sign the policy acknowledging that they understand the rules.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to APPROVE the Revised Community Center Policy. As a part of this Motion, the Council will next review and make a decision on proposed Resolution 70-2019 which had been deferred earlier in the meeting.

- 12.A. 70- 2019 - A Resolution Adopting a Schedule of Fees and Charges for Various Services, Licenses and Permits. *(moved/added from the original location in the agenda)*

The Council then had discussion in regard to the changes requested in fees and charges as listed on the Fee Schedule provided in the packet. Adm. Melvin provided some detail in regard to the requested changes. There were some questions regarding the fees being charged for fire/ambulance for the townships and how the rates are determined. Additionally in regard to ambulance with the JPA trial beginning in January there needs to be alignment between what each City is charging the townships.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to APPROVE Resolution 70-2019 A Resolution Adopting a Schedule of Fees and Charges for Various Services, Licenses, and Permits – it was specifically noted to include the updates made previously in the approving the Revised Community Center policy. 3 votes in favor, none opposed, 1 member absent, 1 position vacant.

Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION NO. 70-2019

A RESOLUTION ADOPTING A SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS

WHEREAS, the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications or other matters handled by the City; and

WHEREAS, any changes in the current fees and charges shall take effect on January 1, 2020, except where noted otherwise in the attached schedule and shall remain in effect unless otherwise modified by the City Council through resolution; and

WHEREAS, in the event of a conflict, the following Fee Schedule shall prevail.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following fees and charges for permits, licenses and services be adopted as the 2020 Fee and Rate Schedule:

PLANNING AND ZONING FEES	
Variance Application	\$250 plus recording fee
Conditional Use Permit Application	\$250 plus recording fee
Interim Use Permit Application	\$250 plus recording fee
Ordinance Amendment Application	\$250
Rezoning Application	\$250 plus recording fee
Land Use Permit Application	\$25
Fence Permit (Zoning Review)	\$25
Fence Permit (Full Review)	Based on Value
Sign Permit (Zoning Review)	\$25
Sign Permit (Full Review)	Based on Value
Preliminary Plat Approval Application	\$200 plus \$5 per lot plus deposit
Final Plat Approval Application	\$150
Planned Unit Development Approval Application	\$200 plus \$5 per lot plus deposit
Commercial/Industrial Site Plan Review Fee	\$250
Escrow Requirement Commercial/Industrial Site Plan	\$500 (cover addtl. fees for City consultants/staff review)
Park Dedication Fee	5% of estimated market value of buildable area
Annexation Fee	\$5 per lot, minimum of \$100
Administrative Permit	\$75
Starting Work Without a Building Permit	Double Permit Fee
Administrative Subdivision	\$100 plus recording fee
Special Meeting Request	\$200
Tax Increment Financing Application	\$500 and written agreement
Tax Abatement Application	\$250 and written agreement
UTILITY SERVICES	
Meter Deposit - Electric Only	Two Months Average Use of Previous Tenant
Meter Deposit - Electric/Water/Sewer	Two Months Average Use of Previous Tenant
Meter Deposit - Electric - Highland Commons	\$50
Meter Deposit - Electric - Amberfield Building D	\$50
Water Access Charge	\$1,325
Sewer Access Charge	\$3,500
Electric Hookup	\$150
Sewer User Rate	\$.00368/gallon
Sewer Base Rate	\$34.40/month plus \$4.85 per additional unit
Green Isle Sewer Base Rate	\$27.61/month
Water User Rate	\$.00586/Gallon
5/8-3/4 Inch Meter Water Base Rate	\$10.09/month
1 Inch Meter Water Base Rate	\$10.61/month
1 1/4 - 1 1/2 Inch Meter Water Base Rate	\$10.92/month
2 Inch Meter Water Base Rate	\$11.75/month
3 Inch Meter Water Base Rate	\$12.85/month
4-8 Inch Meter Water Base Rate	\$17.27/month
Residential Electric Base Rate	\$8.75/month (effective March 1 st billing)
Residential Energy Rate	\$.1183/kWh (effective March 1 st billing)
Small Commercial Electric Base Rate	\$18.50/month (effective March 1 st billing)
Energy Charge \$/kWh (Small Commercial Demand <25 kW)	\$.1039/kWh (effective March 1 st billing)
Large Commercial Electric Base Rate	\$18.50/month (effective February 1 st billing)
Energy Charge \$/kWh (Large Commercial Demand >25 kW)	\$.0704/kWh (effective February 1 st billing)
Electric Demand Charge (Large Commercial Demand >25 kW)	\$9.90/kW (effective February 1 st billing)
Utility Disconnect Notice	\$25 per occurrence
Water Reconnect Fee	\$25
Electric Reconnect - Day	\$50
Electric Reconnect - After Hours	\$250
Utility Bill Late Fee	10% (less tax) of current bill; \$1 minimum
Utility Account Payment Agreement	\$10 Adm. Fee to be paid at time of drafting Agreement
Load Management Disconnect	\$50
Metering Fee for Meter on Private Wells	Cost of parts and labor
Lawn Sprinkler Meter	\$35 plus tax
Lawn Sprinkler Meter Repair Fee	Cost of parts and labor

STORM WATER RATES:	
Residential Unit	\$10.50/month (effective February 1 st billing)
0.0000 TRE to 1.0000 TRE	\$16.50/month (effective February 1 st billing)
1.0001 TRE to 5.0000 TRE	\$24.00/month (effective February 1 st billing)
5.0001 TRE to 10.0000 TRE	\$39.00/month (effective February 1 st billing)
10.0001 TRE to 15.0000 TRE	\$46.50/month (effective February 1 st billing)
15.0001 TRE to 20.0000 TRE	\$54.00/month (effective February 1 st billing)
20.0001 TRE to 25.0000 TRE	\$61.50/month (effective February 1 st billing)
25.0001 TRE or Greater	\$69.00/month (effective February 1 st billing)
LIBRARY FEES	
Copies	\$.10 single side and \$.15 for duplex
Laser Printer	First 2 Free, \$.10 per additional page
Color Printer	\$0.50
Library Card	First is free, replacement is \$2
Book Fines	\$.10 a day after one week grace period
Video Fines	\$1/day
Faxes	\$1/page
ANIMAL/PET LICENSES AND FEES	
New Pet License (Jan.1 thru Dec. 31)	\$5 per animal
Pet License Late Fee (April 1 thru Dec. 31)	\$10 per animal
Chicken/Duck Permit Fee	\$10 one time fee
Animal (Stray) Impound Fee	(Set by Vet Clinic)
Animal (Stray) Boarding Fee for Dog	(Set by Vet Clinic)
Animal (Stray) Boarding Fee for Cat	(Set by Vet Clinic)
Animal Redemption Fee	\$36
Animal Redemption Fee (Non-Licensed)	\$46
MISCELLANEOUS LICENSES AND FEES	
All Parking Violations	\$35
Vehicle Towing - Impound	Set by Towing Company
Vehicle Storage	\$25/day (inside or outside) + Towing fee
Replacement of Sign Resulting from Accident	\$200 (billable to driver or insurance)
Blight/Nuisance/Mowing/Snow Removal (Ords #178, #259)	Contractor Cost plus \$5 Administrative Fee.
Contracted Commercial Snow Removal	\$10 (Small Lot), \$15 (Med. Lot), \$25 (Large Lot)
Repeat Nuisance Call Fee (Ord #259)	\$30
Peddler Permit (Ord #243)	\$10/day, \$25/week, \$50/month, \$100/Year
Drone Permit (Ord #303)	\$0 Permit Only Required.
Chipping	\$20 plus \$1.00/minute, plus tax (discuss whether charged/min.)
Credit Card Convenience Fee	2.5% (\$2.00 minimum)
e-check	\$1.50 (via Point & Pay)
Copies (up to 100 pages, then hourly rate)	\$.15 for B/W; \$.25 for color (per single-sided page)
Faxes/Scan to Email	\$.15 per page received and \$1 per document sent
Laminating	\$1.00/foot plus \$5
Non-Sufficient Fund Check Returns (NSF's)	\$30 per occurrence plus any bank fees
Residential Solid Waste Permit	\$100 (Maximum of 3)
Commercial Solid Waste Permit	\$100 (Maximum of 6)
Illuminating Portable Sign Permit	\$20
Election Filing Fee	\$2
DVD and VHS copies	\$15 plus material cost of DVD/VHS
Assessment Search Fee	\$5
Dance Permit	\$20 per event or \$200 for a yearly
Police Report (via paper or fax)	\$15 (including insurance or personal request)
Police Report – digital media	\$15 per DVD (changed to be consistent with Admin.chrg)
Police Responding Fee (Public Dances, Noise Complaints, Close Down Event at Public Building (closing time or noise related) – after initial warning)	\$50
Police Response to Subpoena	\$50/hr. + mileage
Paper Service (only within City limits-only for evictions and family dispute matters of conflict)	\$40
Special Police Event (>2 officers)	Actual Per Hour Cost of Officer(s) Used (Salary & Benefits)
Lost/Unreturned key to City Facility	Cost of Rekey plus One (1) Hour Admin Time
Fire Extinguisher Recharge	Cost plus \$5
BEER/LIQUOR LICENSES	
Temporary 3.2 Malt Liquor License	\$50 per event
Liquor License - On Sale	\$1,300

Liquor License - Off Sale	\$100
Liquor License – On Sale – Partial Year	\$450 (applies to Raceway)
Setup License	\$20
3.2 Malt Liquor - On Sale	\$80
3.2 Malt Liquor - Off Sale	\$25
Temporary 1-4 Day On Sale Liquor License	\$50 per event
Caterer's Permit	\$50 per event
Sunday Liquor License	\$100
Community Center Liquor License - On Sale	\$1,000 (7/01-6/30 mid-year cycle est.by State of MN)
CEMETERY FEES	
Burial Permits	\$75
Cemetery Lots North of Road #3	\$200
Cemetery Lots South of Road #3	\$300
COLUMBARIUM:	
Urn Placement	\$75
Urn Placement (Non-Regular Business Hours)	\$125
Niche Plaque (Single or Double with Full Dates)	\$475
Niche Plaque (Double without Full Dates)	\$550
Columbarium (Front – Rows 1 & 2)	\$750
Columbarium (Front – Row 3)	\$675
Columbarium (Front – Rows 4 & 5)	\$600
Columbarium (Rear – Rows 1 & 2)	\$675
Columbarium (Rear – Row 3)	\$600
Columbarium (Rear – Rows 4 & 5)	\$525
Memory Wall Plaque	\$215
FIRE DEPT. FEES (Billing advised by Officer in Charge. All billing reviewed by Fire Chief)	
Accident/Missing Person	\$250 0-1 hrs, \$150 for each additional hour
Fire Call up to 2 hours	\$500, plus supplies/foam/fuel
Fire Call exceeding 2 hours	\$1,000, plus supplies/foam/fuel
Helipad (Reso #15-2014)	\$150
CO2 Call	\$150
Hazardous Material	\$1,000 (in addition to call fee)
Foam	\$25 0-1 gallon, applicable supply replacement cost for each gallon thereafter
Jaws of Life	\$150
Fuel Charges - City	\$40
Fuel Charges - Rural	\$80
False Alarm	First two = \$0; after two, up to \$300 per time
Mutual Aid	Supplies
Pool Fills - 2,000 Gallon Tanker Truck	City Residents - \$84 per haul, Rural Residents - \$124 per haul
Pool Fills - 3,500 Gallon Tanker Truck	City Residents - \$93 per haul, Rural Residents - \$133 per haul
Township Protection Fee	\$352.57 Per Section \$331.72 – changed 2/19/19
AMBULANCE FEES	
BLS Emergency - Service Area	\$1,300 plus mileage
BLS Non Emergency - Service Area	\$800 plus mileage
ALS Intercept	\$250 plus mileage
ALS Non emergency - Service Area	\$1,500 plus mileage
ALS1 Emergency - Service Area	\$1,700 plus mileage
ALS2 Emergency - Service Area	\$1,900 plus mileage
Specialty Transport	\$2,100
Treat/No Transport	\$500
Mileage Rate	\$23/mile
Township Protection Fee	Per Section \$70.03 – changed 2/19/19
Green Isle Protection Fee	\$6,291.33
COMMUNITY CENTER FEES	
Rental Fees will not be charged for any organization having a City related budget (i.e. Fire Dept.; Ambulance)	
Weekly User Rate (one section only)	\$120 per time
School Use (Testing/Retreats)	\$50 per time
Room 1 (West) Rent	\$180 per event
Room 2 (Center) Rent	\$240 per event
Room 3 (East) Rent	\$180 per event
All Rooms Rent	\$600 per event
Extra Day Rental	\$300

Hourly Rental Rate (2 hrs or less, no set-up/tear down)	\$40 per hour/room (two-hour maximum)
Set-Up Fee	\$100/room or \$200 per event (changed 10/7/19)
Attendant Fee	\$35/attendant/hr per event
Kitchen Use Fee (Full)	\$100 per event
Kitchen Use Fee (Partial)	\$50 per time
Dish Rental	\$1/person or .11 per piece
Dish Rental for City-chartered organizations	\$25
Wine Glasses (Limited Supply)	\$.15/piece
Linens	Set by Distributor
LCD Projector	\$50
Wireless Microphone (from library)	\$15 to be paid to the library
Damage Deposit (for rental of more than one section)	\$250 with Credit Card or \$500 with cash/check
Damage Deposit (one section)	\$150 Cash or Credit Card
Decorating Violations	\$10/offense
Cigarette Butts or Glass Bottles Found (Violation)	\$50
Lost Key	\$50
Additional Cleaning	\$20/hour
Council Chambers Rent	\$40 per event
Caterer Serving Fee (sliding scale):	Number of Guests - Fee (\$)
	1 - 100 \$1/person
	101 - 200 \$150
	201 - 400 \$250
	401+ \$350
Cleaning and Utility Cost (Non-Profits)	\$300 on Fri/Sat and \$220 from Sun-Thursday
Bar Rental (sliding scale):	Number of Guests - Fee (\$)
	1 - 200 \$100
	200 - 300 \$200
	300 - 400 \$300
	400 - 500 \$400
	500+ \$500
EMS CONFERENCE ROOM FEES	
Meeting Room, 0-2 hours	\$25 per event
Meeting Room, 2-4 hours	\$50 per event
Meeting Room, 4-8 hours	\$75 per event
LIONS CENTER @ FOUR SEASONS PARK	
Rent	\$125 per event and \$250 deposit
SIGN RENTAL	
Main Street Sign	\$25/week (both sides) or \$12.50/week (one side)
Main Street Sign (Additional Week)	\$10/week
Community Center Electronic Sign	\$25 New Message set up, \$30 weekly coverage
Community Center Electronic Sign, Non-Profit	\$25 non-profit new message set up, \$25 weekly coverage
Community Center Electronic Sign, Daily	\$25 New Message set up, \$10/day (profit/non-profit)
Community Center Electronic Sign, Monthly	\$25 New Message set up, \$100 month coverage
RIGHT OF WAY PERMITS	
Registration Fee	\$40
Excavation Permit Fees - Hole	\$125
Excavation Permit Fees - Trench	\$275
Obstruction Permit Fee	\$50
Permit Extension Fee	\$55
Delay Penalty	\$60 for first 3 days, \$10/day thereafter
EQUIPMENT RATES (Rates below are for Equipment only. Hourly Rate for City Employee: \$45.00)	
Case Payloader	\$125/hour
Case Payloader w/ SnoGo Snow Blower	\$150/hour
New Holland Tractor w/ attachment	\$75/hour
Chevy Dump Truck	\$80/hour
Chevy Sanding/Plow Truck	\$85/hour
Elgin Street Sweeper	\$125/hour
Chevy Bucket Truck	\$85/hour
Chevy Digger Truck	\$85/hour
Back Pack Mosquito Sprayer	\$35/hour
Truck Mount Mosquito Sprayer (with chemical)	\$140/hour
Vermeer Brush Chipper	\$75/hour
Pull Behind Street Roller/Packer	\$30/hour
Kubota Lawn Mower	\$50/hour

Pickup W/Snowblade	\$60/hour
Televising Unit	\$150/hour
Street Line Paint Sprayer	\$35/hour
CITY DIRT AND GRAVEL	
Class 5 Gravel	\$17/yd

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Gilman, and upon poll being taken thereon the following voted in favor thereof: Battcher, Gilman and Morgan; and the following were absent: Hatlestad; (one Councilmember position presently open).

Adopted by the City Council of the City of Arlington this 16th day of December, 2019.

Signed: /s/ Richard Nagel
Mayor

Attest: /s/ Patrick Melvin
City Administrator

Whereupon the resolution was declared duly passed and ADOPTED and was signed by the Mayor whose signature was attested by the City Administrator.

13. Approve/Deny Nuessmeier Electric, Inc. to Install Cabling and Surveillance Cameras in Administration and at the Community Center.

Adm. Melvin provided the information to the Council regarding the one quote for this which has been received from Nuessmeier Electric, Inc. but attempts were made to contact other potential providers and despite numerous calls to those individuals, we have been unable to receive any other quotes.

Motion by Battcher, Second by Morgan, and passed by unanimous vote of those present, to APPROVE Nuessmeier Electric, Inc. to Install Cabling and Surveillance Cameras in Administration and at the Community Center.

NEW BUSINESS

14. Discussion Regarding the Dug Out's Storage of Liquor at the Community Center Between Events.

Community Development Dir. Newsom came forward to provide information to the Council regarding this issue with alcohol being stored between events by the Dug Out. Newsom made the Community Center Committee aware of this issue. This has been somewhat of an issue in the past but not to the degree presently being experienced. The Council requested that Community Center Director write up a policy in regard to this matter. It could be included in the license agreement between the City and the business providing alcohol to events.

Pasvogel spoke from the audience in regard to the liquor being left here between events and that the Dug Out had no problem with removing it between events. (Pasvogel had knowledge of this because she works at the Dug Out and had been aware of this being on the agenda.)

Decision of the Council is to have Newsom develop a policy which will then be provided to the Council for their review and approval. At that point the establishment will be informed of the policy change.

15. Approve/Deny Four Year Actuarial Valuation Agreement with Hildi, Inc. for GASB 67 & 68

Reporting for Years 2020 and 2022 at \$2,300 and 2021 and 2023 at \$1,100.

Adm. Melvin advised the Council that this is something which is required by the State. Previously it was done on a year-by-year basis as opposed to a 4 year agreement. Every other year is a base year and the other years are projection years. This is a fire department related item. There was discussion as to whether the City should continue on a year-by-year basis or tie into a 4 year agreement.

Motion by Battcher, Second by Gilman, and passed by unanimous vote of those present, to APPROVE a Four Year Actuarial Valuation Agreement with Hildi, Inc. for GASB 67 & 68 Reporting for Years 2020 and 2022 at \$2,300 and 2021 and 2023 at \$1,100.

16. Approve/Deny Request from Dave Siwek for SAC/WAC Waiver for New \$229,000 Split Entry Home Construction on Olive Street.

Adm. Melvin provided background for the Council. This is the 3rd spec home being built by Siwek in town. Newsom again came forward to provide additional information to the Council on this item.

Motion by Battcher, Second by Gilman, and approved by unanimous vote of those present, to APPROVE Request from Dave Siwek for SAC/WAC Waiver for New \$229,000 Split Entry Home Construction on Olive Street. The AGI fee concept to be paid from the first 2 years of the new homeowner's taxes to be referred to the Utility Committee for further discussion.

17. Approve/Deny Chef Craig's Proposed Parking Plan. *(added)*

Newsom provided information to the Council regarding a request from Chef Craig for additional parking spaces. They are proposing to put an additional 6 spaces on the north side of the building to be used by staff. Newsom has contacted City Engineer Femrite regarding this matter due to curb cut needed, etc. There are only 12 spaces available for customers to park. There is an assumption that people will park in the City parking lot and walk over to the restaurant. This was also discussed in the EDA meeting. The Council had questions about disability accessibility for customers. If parking in the City parking lot there were questions about the crossing from the City parking lot to the building. Maximum capacity for the building would be approximately 60 people. There will be 2 variances needed for this project and the potential for on street parking will be a part of the public meeting which will be held to allow the residential neighbors provide their input on this matter. It may be that a sidewalk could be put in from the City parking lot to allow easy accessibility to the restaurant, potentially putting in a cross walk also. The City would ask for Craig to pay for the "curb cut" from the City parking lot, the sidewalk, and the cross walk.

Motion by Battcher, Second by Gilman, and approved by unanimous vote of those present, to APPROVE Chef Craig's Proposed Parking Plan, with Craig to pay for the curb cut, ADA accessible sidewalk, with a painted cross walk to his restaurant.

18. Discussion Regarding Process for Recruitment of Replacement Council Member. *(added)*

Mayor Nagel opened this matter for discussion. He advised that this could not be filled by special election according to the City Charter. It could again be opened up to applications and interviews conducted. Nagel had taken the opportunity and had contacted Rick Amrhein who had been interviewed at the time that Gilman and Morgan were interviewed and offered the open Council member positions. A copy of Amrhein's cover letter and resume which had been previously provided was given to Council members for their review. When previous interviews occurred, there was a ranking of the applicants and Amrhein had been in 3rd position at that time. Amrhein was enthusiastic when interviewed, good delivery in his presentation, and had many good things to say about Arlington since his move to here in late summer of 2017. Amrhein has a strong financial background. This position would be a completion of Cowell's term which would end in December 2021. Consensus was to have Nagel contact Amrhein to see if he would still be interested in this position and if so, to offer it to him.

Motion by Gilman, Second by Battcher, and passed by unanimous vote of those present, to offer the vacant Council member position to Rick Amrhein. This to fulfill the Council term of Adam Cowell who has resigned.

MISCELLANEOUS BUSINESS

Adm. Melvin asked to have clarification from the Council regarding the approved Fee Schedule and the start date for these fees. Normally the increases are effective January 1, but Melvin wanted clarification because the electrical rate increases will be for the 2020 utility bills – for usage which begins January 15, but there will be a delay in the implementation of the commercial rate increases for 1 month.

Council Member/Committee Updates

Battcher advised that there had been an EDA meeting but those items were basically discussed in the present meeting.

Gilman provided an update on the RSMC meeting. They are working on budgeting and they are looking at bringing in another pharmacy due to the recent closing of the town's pharmacy.

Melvin provided that Hutch Coop has connected to the City sewer and water as of today. He also attended the presentation of an award received by Newsom from the Humphrey Institute. Newsom was congratulated for her award.

Open Discussion

Mayor Nagel provided paperwork to the Council members for an evaluation for the City Administrator's position which each member can use to fill out their evaluation.

ADJOURNMENT

Reminders:

Planning & Zoning – December 30th @ 7:00 p.m.

Motion by Gilman, Second by Morgan, and passed by unanimous vote of those present, to ADJOURN the meeting at 9:43 p.m.

**ARLINGTON CITY COUNCIL
SPECIAL WORKSHOP MEETING MINUTES
DECEMBER 20, 2019**

The Special Council meeting was called to order at 4:30 p.m., Mayor Richard Nagel presiding.

Members present: Mayor Rich Nagel, Michelle Battcher, Laura Gilman, Joe Morgan

Members absent: Adam Cowell

Also present: Community Development Director Amy Newsom, future Council member Rick Amrhein, Kurt Menk and City Adm. Pat Melvin.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote of those present to approve the agenda.

This Special Council meeting is for the purpose of accepting City Administrator Melvin's resignation and to discuss the plans for a smooth transition.

Administrator Melvin expressed his appreciation to the Council, staff and residents for the wonderful experience that he has had working for the City of Arlington. He indicated that the decision ultimately came down to the fact that the workload and commute were leaving little time for his family. He regrets leaving at a time when there are so many good things happening in Arlington, but indicated that he would work with staff to ensure a smooth transition, especially as it pertains to the budgeting process.

Motion by Battcher, seconded by Hatlestad, and passed by unanimous vote of those present to accept the resignation of Pat Melvin effective the end of the workday on January 16, 2019.

The Mayor laid out some options for the Council to consider in transition to a new Administrator. This included contracting with a search committee and having discussion with Amy Newsom. The Council invited Ms. Newsom to come forward and talk as several Council members had already approached her individually inquiring of her interest in the position.

Ms. Newsom indicated that yes she was interested in the position. She would like to continue doing her Economic Development responsibilities and knew of several other communities where the EDA responsibilities reside with the City Administrator. Ms. Newsom also brought up that she would like to get an intern from South Central Services Coop (SCSC). Through this program she is able to get an economic development intern for 400 hours and SCSC will pay the salary of \$12/hr.

In further discussion she thought that perhaps the Community Center responsibilities could be assigned to another staff person or possibly hiring a PT person just to manage the Community Center. Since some changes have been made the City is finding other groups that will do the setup and reduce this burden on existing staff.

There was also discussion about the Planning and Zoning aspects of Ms. Newsom's current position. She is currently signed up for classes on this topic at University of MN, Mankato. She said that she would like to proceed with taking the Planning and Zoning classes but that she would consider contracting out the Planning and Zoning responsibilities for the City.

There was some discussion from the Council about hiring Ms. Newsom on an interim basis and Ms. Newsom indicated that she would prefer to be hired on a permanent basis being that she would consider moving back to Arlington since she and her family are currently renting in Mankato. One of the newer Council members felt uncomfortable that this was happening so fast and that others had individual

conversations with Ms. Newsom. He felt that giving the City and Ms. Newsom more time to determine how this would work and if it would be an appropriate fit was necessary. Another Council member pointed out that Ms. Newsom will be on a one-year probation even after she is hired and this alleviated some of these concerns.

The Council directed the Employee Relations Committee to meet with Ms. Newsom and work out the wage and benefit details of her filling the City Administrator position beginning on January 17th. The Council hoped that the Committee could have this work done so that Council approval of the new contract can be on the January 6th agenda.

A date for the Employee Relations Committee to meet with Amy Newsom of Friday, December 27 at 8:00 AM was discussed.

Motion by Hatlestad, seconded by Battcher, and passed by unanimous vote of those present to adjourn the meeting at 5:03 pm.

City Administrator Patrick Melvin

Mayor Richard Nagel

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Sibley County Agricultural Association Previous Gambling Permit Number: X92649-19-13

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-22000320

Mailing Address: 801 West Chandler Street

City: Arlington State: MN Zip: 55307 County: Sibley

Name of Chief Executive Officer (CEO): Jeff Schuetz

CEO Daytime Phone: 507-327-7652 CEO Email: jmschuetz@hotmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): dvan1@frontiernet.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Arlington Community Center

Physical Address (do not use P.O. box): 204 Shamrock Drive

Check one:

City: Arlington Zip: 55307 County: Sibley

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 21, 2020

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Jeff Schuetz Date: Dec 31, 2019
(Signature must be CEO's signature; designer may not sign)

Print Name: Jeff Schuetz

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Sibley County Agricultural Association Previous Gambling Permit Number: X92649-19-13

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-22000320

Mailing Address: 801 West Chandler Street

City: Arlington State: MN Zip: 55307 County: Sibley

Name of Chief Executive Officer (CEO): Jeff Schuetz

CEO Daytime Phone: 507-327-7652 CEO Email: jmschuetz@hotmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): dvan1@frontiernet.net

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2603, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Arlington Community Center

Physical Address (do not use P.O. box): 204 Shamrock Drive

Check one:

City: Arlington Zip: 55307 County: Sibley

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September, 12, 2020

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licenses** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Jeff Schertz Date: _____
(Signature must be CEO's signature, designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and
_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Ridgeview Foundation

Previous Gambling Permit Number: X-04297-19-026

Minnesota Tax ID Number, if any: 41-1328097

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 490 S Maple St, Ste 110

City: Waconia State: MN Zip: 55387 County: Carver

Name of Chief Executive Officer (CEO): Michael Phelps

CEO Daytime Phone: 952-442-2191 x35663 CEO Email: michael.phelps@ridgeviewmedical.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): kim.kimball@ridgeviewmedical.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Arli-Dazzle Event/City of Arlington

Physical Address (do not use P.O. box): 204 Shamrock Dr

Check one:

City: Arlington Zip: 55307 County: Sibley

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Saturday, December 5, 2020

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

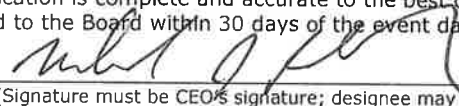
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 12-16-19

(Signature must be CEO's signature; designee may not sign)

Print Name: Michael Phelps

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- a copy of your proof of nonprofit status; and
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To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
 1) City issued on sale intoxicating and Sunday liquor licenses
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License City of Arlington License Period From: 1/2/2020 To: _____
 Circle One: New License License Transfer La Casa Del Pueblo Inc. Suspension Revocation Cancel _____
 (former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating _____ Sunday Liquor _____ 3.2% On sale _____ 3.2% Off Sale _____
 Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: _____ (corporation, partnership, LLC, or Individual) DOB _____ Social Security # _____

Business Trade Name La Villita Mexican Supermarket Business Address 306 W Main St City Arlington
 Zip Code 55307 County _____ Business Phone 507-778-0114 Home Phone 651-500-8316
 Home Address 310 5th AVE SE City Arlington MN Licensee's MN Tax ID # 6475354
 Licensee's Federal Tax ID # 84-3352094 (To Apply call 651-296-6181)
 (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

<u>Alberto Zavala Valdovinos</u>	<u>09-08-1982</u>		<u>310 5th AVE SE Arlington</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: ADP Policy # TBA

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
 (title)

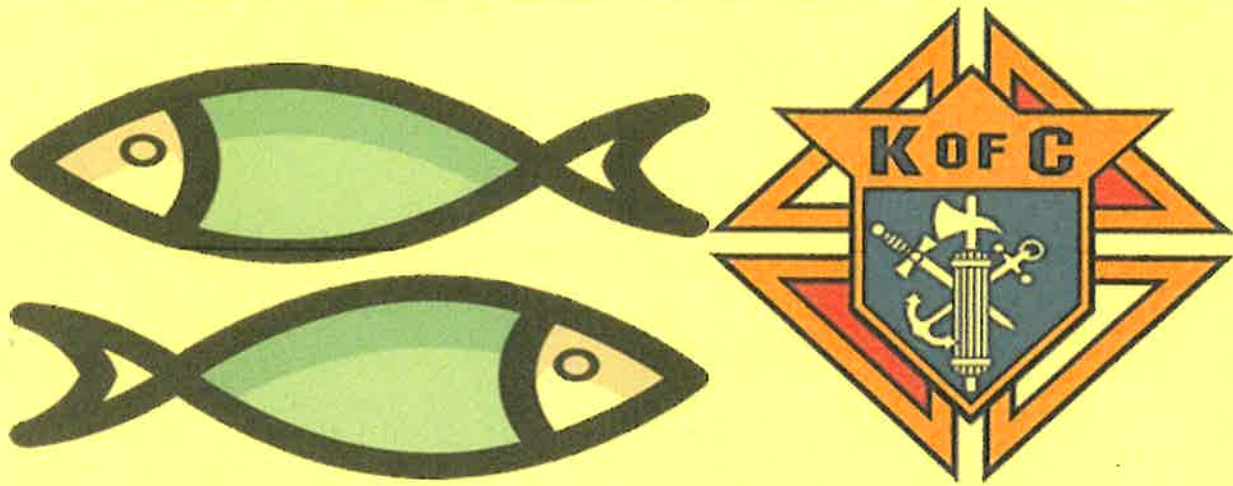
On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

RECYCLE
Christmas/Holiday Lights
AND
Extension Cords ONLY



**No Garland, Tinsel, Ornaments,
or Other Recycling. Thank You.**

Questions? Call 507- 381- 9196 or go to
www.tricountyrecycling.org
Tri County Solid Waste Facebook



TWENTY-FIFTH ANNUAL FISH BOIL

ALL YOU CAN EAT!

Knights of Columbus St. Arthur's Council # 10172

Arlington Community Center

204 Shamrock Drive, Arlington

Friday, January 17, 2020

4:00 p.m. - 8:00 p.m.

No advance ticket sales. Pay at Door.

Donation - \$13.00

Children 6-12 - \$ 6.00

Children under 6 - Free

50% of proceeds will be donated to



**The Arlington Book Project
Author Series**

presents:

Darby and Geri Nelson

Reading from their new book

For Love of a River:

The Minnesota

Saturday, January 18, 2020

2:00 p.m.

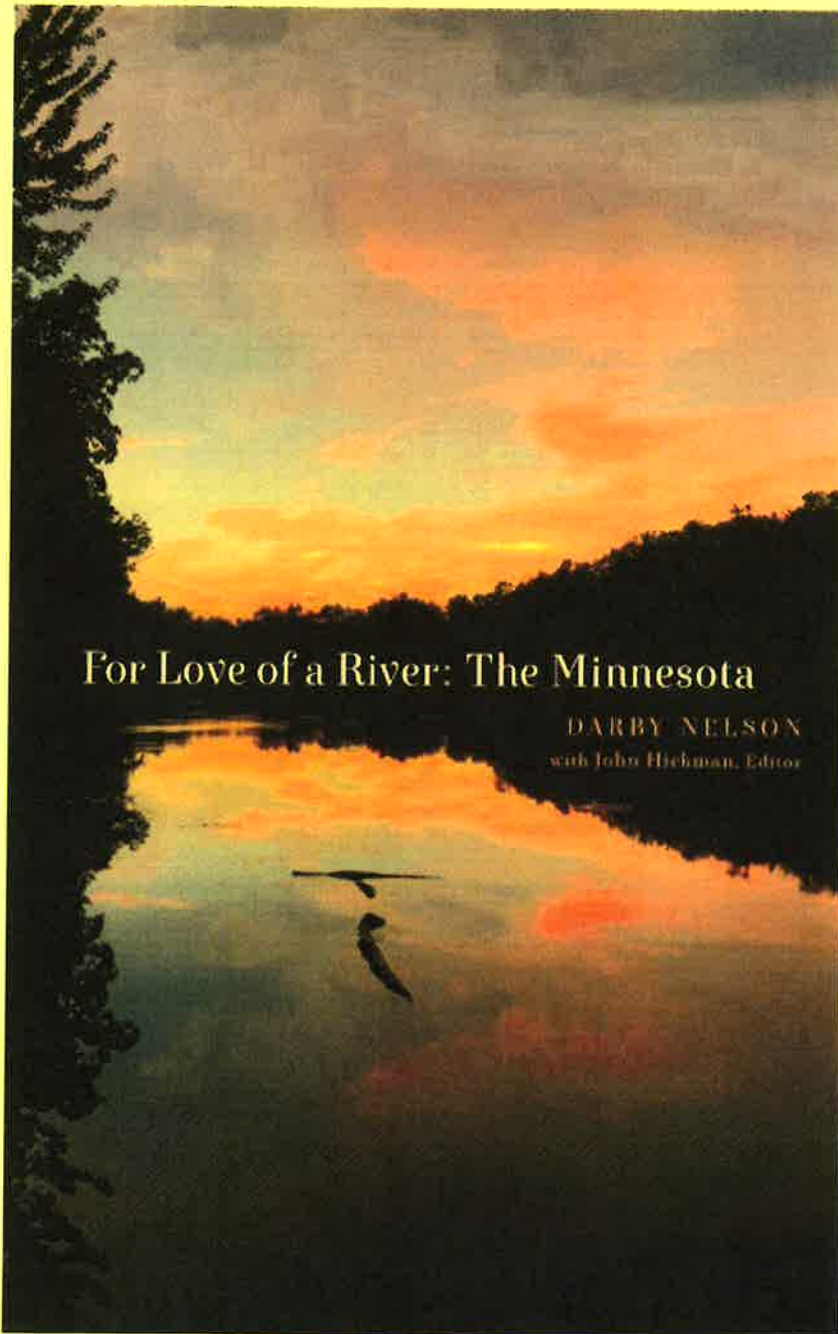
229 West Main St, Arlington

Aquatic ecologist and biology professor Darby Nelson paddles the river with his wife, Geri. A fascinating exploration of the state's namesake river and its basin.

This is a must-see event for all ages.

Free admission.

The book will be for sale at this event. Meet the authors and get your copy signed!



If you live in or near the Minnesota River Basin, you don't want to miss this event!

“This book addresses topics as diverse as geology, early modern agriculture, citizen advocacy, water-quality challenges and solutions, river-based recreation, dams and dam removal, prairie pothole lakes, the river's rich diversity of plant and animal life, and the US-Dakota War.”



MAGES

LAND COMPANY & AUCTION SERVICE LLC

149 AC OF SIBLEY CO. FARM LAND

LAND AUCTION

TUESDAY, JANUARY 28TH, 2020 ~ 10:30AM

AUCTION HELD AT: ARLINGTON COMMUNITY CENTER
204 SHAMROCK DRIVE, ARLINGTON, MN 55307

Directions to land: From Green Isle, head East on State Hwy 25 for 3.5 miles, turn South onto 335th Ave. After a half mile, Parcel 1 will be on the West side and Parcel 2 will be on the East side of the road. Watch for signs!

This is an amazing opportunity to own productive farm land in Sibley County. Do not miss this chance!

Location of property within Sibley County:
Washington Lake Township, Section 27, Range 26

Total of farm: 149 total acres,
approx. 145.79 acres tillable.
Productivity Index: 91.2

This property will sell as two parcels:

Parcel #1: 40 total acres,
approx. 37.31 acres tillable.
Productivity Index: 91.9

Parcel #2: 109 total acres,
approx. 108.48 acres tillable.
Productivity Index: 91

**Note: All acres are published based on Sibley County Online Records and FSA records.*

In case of severe weather, listen to 1310AM KGLB 8:30 the morning of the auction for postponement & rescheduling info.

Blizzard Date is January 30th ~ Noon

Terms: No Buyers Premium. The buyer shall pay 5% nonrefundable earnest money down of total purchase amount on the day of the auction in the form of a check, cashiers check or U.S. currency and enter into a non-contingent purchase agreement with the balance to be paid upon closing in approximately 40 days. Acreage will be surveyed prior to the auction date. The property will be sold in "AS IS" condition. Buyer to get possession for the 2020 crop year. Subject to any easements of record. The seller or seller's agents are not responsible for any errors in information. This is a guide. Buyers are responsible to collect their own info. Anything said the day of the auction takes precedence over written material. Seller has the right to reject any & all bids. Auctioneer has the right to run the sale however he feels best serves the seller. Mages Land Co & Auction Service represents the seller in this transaction.



For complete information packet or viewing property contact auctioneer:

Matt Mages 507-276-7002
mattm@magesland.com

KIM MORK & BRENT REIERSON

Listing Auctioneer: Matt Mages ~ 507-276-7002 ~ Lic #08-19-001

Auctioneers: Larry Mages, Lafayette; Joe Maidl, Lafayette; John Goelz, Franklin
Joe Wersal, Winthrop; Ryan Froehlich, Winthrop;

Broker/Clerk: Mages Land Co. & Auction Service, LLC. Not responsible for accidents at auction or during inspection. Everything sold "AS IS". Everything to be settled immediately after the auction.



FOR INFORMATION & MORE PICTURES GO TO: MAGESLAND.COM

Sibley County Fair's 2nd Annual

Bling & Bang **BINGO!**

Playing for February 21, 2020

Guns OR Prizes

Must be 18 and over

10 GAMES

+ Coverall

Held at: Arlington Community Center
204 W. Shamrock St., Arlington, MN



Doors Open

5:00pm

Cards on Sale

6:00pm

BINGO starts

7:00pm

Cash Bar



\$45

per ticket
at the door

Includes 6 BINGO cards per game (10 games total).
Additional 3-face cards \$5 each.
Blackout cards are \$2 each

License #X92649-20-014

December 18, 2019

Joseph Sullivan
Deputy Commissioner
Minnesota Department of Commerce
Division of Energy Resources
85 7th Place East, Suite 500
St. Paul, Minnesota 55101-2198

RE: **In the matter of CIP Gas and Electric Utilities – 2021-2023 Cost-Effectiveness Review**
Docket Nos. G999/CIP-18-782, E999/CIP-18-783

Dear Deputy Commissioner Sullivan:

Attached is a Proposed Decision of the Staff of the Minnesota Department of Commerce, Division of Energy Resources (Staff) in the following matter:

CIP Gas and Electric Utilities – 2021-2023 Cost-Effectiveness Review

Pursuant to the Deputy Commissioner's 2021-2023 Gas and Electric CIP Cost-Effectiveness Decisions filed on May 20, 2019, in docket numbers 18-782 and 18-783, Staff have held extended discussions with stakeholders regarding the gas and electric investor-owned utilities' cost-effectiveness assumptions that will be used for the 2021-2023 Conservation Improvement Program (CIP) Triennial Plans.

This Proposed Decision summarizes key takeaways from the extended stakeholder discussions along with Staff's recommendations for the Deputy Commissioner's consideration. Staff are available to answer any questions the Deputy Commissioner may have.

The Department of Commerce will accept written comments from interested parties on Staff's Proposed Decision **through January 9, 2020**. Staff specifically request that the utilities and other stakeholders submit comments addressing the following issue:

- Potential corrections and recommendations related to Staff's calculation of the CIP Utility Discount Rate.

Pursuant to Minnesota Rules 7690.1400, the following timeline applies for filings concerning this Proposed Decision:

- December 18, 2019: Updated Proposed Decision
- January 9, 2020: Comment Period
- January 20, 2020: Reply Comments
- February 17, 2020: Final Decision

Sincerely,

/s/ ADAM Y. ZOET
Energy Planner, Director
Minnesota Department of Commerce, Division of Energy Resources

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Date: December 16, 2019

To: City of Arlington

From: Lee Ortloff/Lee Forcier/Dylan Hoflock, Operators

O & M Report: November 2019

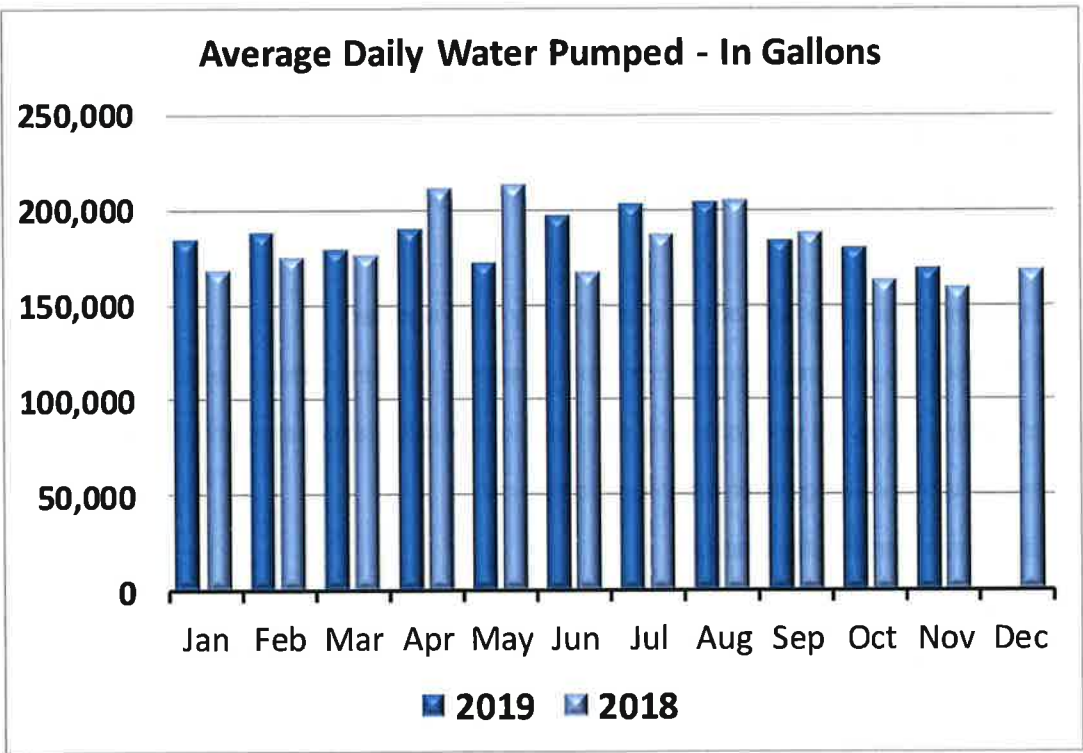
Water Operation & Maintenance

- Perform monthly preventative maintenance on the water treatment plant equipment.
- Perform weekly backwashing and testing of the water for the residuals of chlorine, Fluoride, iron and manganese of the water produced from the water treatment plant.
- Exercised emergency backup generators along with testing the alarm dialers to make sure that the components are operating properly when needed.
- Collect and submitted two water samples to be tested for bacteria by a certified lab as required by the MN Dept. of Health
- There was a total of 11 Gopher State One Call locates within the city for November.
- There was a total of 7 Service Requests made for the month of November. (4) were meter inspections that led to replacing all or parts of existing meter, (2) were changing old meter to new radio read meter, and (1) was water turn on to residence and replacing existing meter with newer radio read
- ✳ ➤ Inspect cap/plugs at fairgrounds per monthly check.
 - Monthly reading of meters.
- ✳ ➤ Shut down nonessential plant systems for winter.

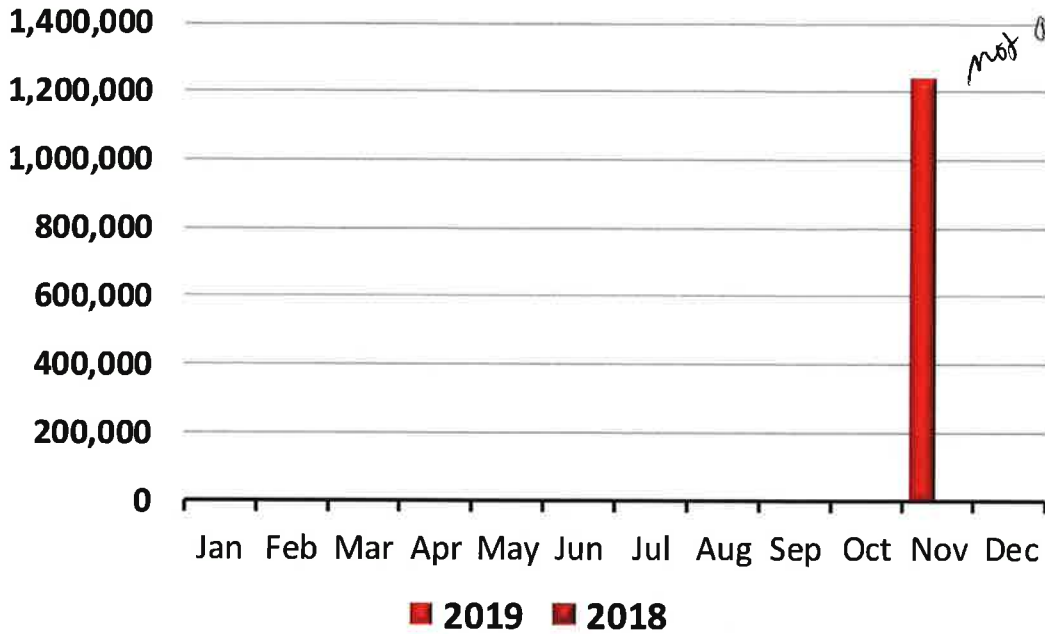
Wastewater Operation & Maintenance

- Performed monthly preventative maintenance on the wastewater treatment plant equipment.
- Visited all the lift stations three times a week to record pump runtimes and make sure that they are operating normal.

- Performed monthly preventative maintenance on the lift stations. Includes drawing down of contents, cleaning floats and level transducers if needed, inspecting how much grease and if any debris has built up in the lift station.
- Exercised the emergency backup generators and make sure the alarm dialers are functioning properly.
- Completed hauling of Bio-solids for 2019
- ✂ Nov 18th – Mark Dykes from Duane Nielsen Co. in Green Isle to program main lift station new flow meter to Arlington.

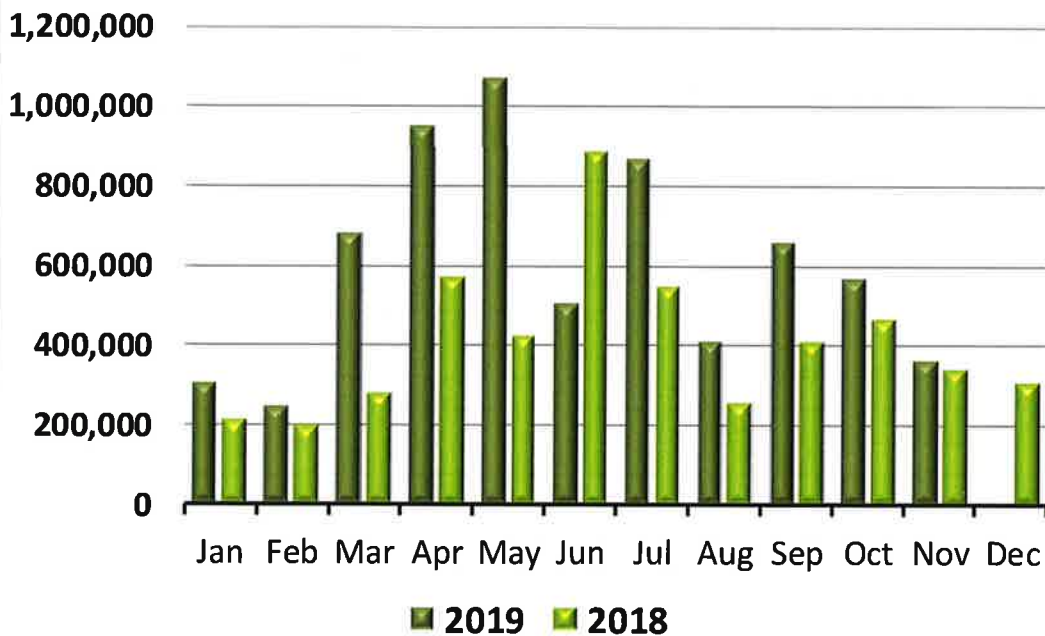


Green Isle Lift Station Total Flow In Gallons



not accurate

Average Daily Wastewater Pumped - In Gallons



PeopleService INC.

Water & Wastewater Professionals

		November-19	October-19	November-18
Water				
	Units			
Average Daily Pumped	gallons	169,200	180,516	159,267
Maximum Daily Pumped	gallons	256,000	409,000	237,000
Minimum Daily Pumped	gallons	74,000	78,000	110,000
Total Monthly Pumped	gallons	5,076,000	5,596,000	4,778,000
Well #2 Pumped	gallons	2,896,500	3,470,900	3,108,700
Well #3 Pumped	gallons	0	0	0
Well #4 Pumped	gallons	2,646,000	2,933,000	2,171,000
Average Daily Fluoride Conc.	mg/L	0.70	0.59	1.03
Fluoride concentration Permit Limit	mg/L	.5-0.9 mg/L	.5-0.9 mg/L	.5-0.9 mg/L
Fluoride used	gallons	16.00	18.50	26.00
Total Chlorine Residual	mg/L	1.04	0.96	1.13
Total Chlorine Concentration Permit Limit	mg/L	1-2 mg/L	1-2 mg/L	1-2 mg/L
Chlorine used	lbs	95.90	121.70	101.90
Potassium Permanganate used	gallons	52.00	57.00	48.00
Wastewater				
CBOD				
CBOD Influent	mg/L	230	100	96
CBOD Effluent-Monthly	mg/L	1	1	0
CBOD Effluent-Monthly Permit Limit	mg/L	15	15	15
CBOD Max Weekly	mg/L	1	1	1
CBOD Max Weekly-Permit Limit	mg/L	25	25	25
CBOD Effluent Monthly kg/day	kg/day	1	1	0
CBOD Monthly kg/day-Permit Limit	kg/day	46	46	46
CBOD Effluent Weekly kg/day	kg/day	2	3	1
CBOD Weekly kg/day-Permit Limit	kg/day	1	70	1
CBOD % Removal	%	100%	99%	99%
CBOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent	mg/L	329	169	202
TSS Effluent-Monthly	mg/L	2	0	2
TSS Effluent Permit Limit	mg/L	30	30	30
TSS Effluent Max Weekly	mg/L	3	1	4
TSS Max weekly - Permit Limit	mg/L	45	45	45
TSS Effluent-Monthly kg/day	kg/day	3	0	3
TSS Monthly kg/day-Permit Limit	kg/day	91	91	91
TSS Effluent Max Weekly kg/day	kg/day	5	2	4
TSS Max weekly kg/day- Permit Limit	kg/day	140	140	140
TSS % Removal	%	99%	99%	99%
TSS % Removal Permit Limit	%	85%	85%	85%
Phosphorus				
Phos Influent	mg/L	4.60	2.50	3.10
Phos Effluent	mg/L	0.30	0.32	0.55
Phos Effluent Permit Limit	mg/L	1	1	1
Phos Effluent Loading	kg/day	0.14	0.80	0.68
Phos Effluent Loading Permit Limit	kg/day	2.50	2.50	2.50

Fecal Coliform				
Fecal Effluent	ml	0	0.00	0
Fecal Effluent Permit Limit	ml	N/A	200#/100ml	N/A
Dissolved Oxygen				
DO Effluent	mg/L	7	7	7
DO Effluent Permit Limit	mg/L	6	5	6
Effluent Flow				
Average Daily	gallons	360,000	568,000	342,000
Maximum Daily	gallons	414,000	973,000	444,000
Total Monthly	gallons	10,788,000	17,615,000	10,252,000
Total Monthly Precipitation	inches	1.50	3.80	1.30
Green Isle Lift Station Total Flow	gallons	1,246,100	0	0
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Maintenance Budget	\$18,416.00	\$16,975.00	92%	92%
Chemical Budget	\$11,476.00	\$18,250.00	159%	92%
Total	\$29,892.00	\$35,225.00	118%	92%

Maintenance update 1/6/20

- Snow emergency events on Nov 27th, 29th; Dec 8th, 30th – couple challenging wet snowfalls, but overall everything has been going well
- Hauled snow from various piled up locations around town.
- Minor equipment breaks on SnoGo snow blower addressed, parts ordered, and fixed
- Dump truck breakdown-fixed in house
- Replacement of cutting edges on plow trucks and sanding truck
- Work on the skating rink- ice making conditions either extremely cold or too warm making for poor ice making. We continue our efforts when time allows to make good ice
- Ordered street lights through JT Services out of Hutch and Irby out of Eagan..lights expected to arrive mid-January. Pauls Electric out of New Ulm will be installing the main street stretch from 4th ave NE to CO RD 9. Residential will be installed in house as weather and time allows.
- Tree order placed for next year's plantings from Bailey's nurseries out of Woodbury. Trees ordered include: Northwood Maple, Ginkgo Autumn Gold, Kentucky Coffee tree, Ironwood, Northern Pin Oak.
- Heating issues addressed and still addressing at C.C.- Air handler units had parts failures before the holidays. Two units were shut off while waiting for parts to ship. **should be noted it is not unusual to see breakdowns in parts as all units are 20 years old.
- Incurred another big leak in dry system for sprinklers in C.C.-had to shut sprinkler system off while search for leak will take place. This happened numerous times last winter and is beginning again. **like the heating system, the sprinkler structures are 20 years old and beginning to fail.
- ****increased amount of time spent at C.C. addressing failures in heating/cooling/sprinklers in 2019. Will take serious look at how to address moving forward with budgeting for replacements in years to come ****
- Rug Doctored council chambers, p.d., ems building. Library didn't need it at this point.
- Waxed community center floors

- Picnic tables (4) ordered and received. Need to be setup on down time yet and delivered to 4 seasons park in spring
- Kirby was out a number of days at the end of the year due to daycare on vacation. And Mike used up some of his remaining PTO for some R & R.



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION 1-2020

A RESOLUTION APPOINTING CITY ADMINISTRATOR AND AUTHORIZING THE CITY OF ARLINGTON TO ENTER INTO A CONTRACT WITH AMY NEWSOM

WHEREAS, Amy Newsom is appointed to serve as the City Administrator for the City of Arlington for a one-year term commencing on January 17, 2020; and

WHEREAS, the City of Arlington desires to secure the services of the City Administrator and the City Administrator desires to accept such employment; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Arlington, Minnesota as follows:

1. That the attached City Administrator Contract between Amy Newsom and the City of Arlington is hereby approved. A copy of the Agreement is attached to this Resolution and made a part of it.
2. The Agreement describes the responsibilities of the City and City Administrator.
3. The Agreement may be terminated at any time for any reason upon written notification to the other party.
4. That the Mayor is designated the Authorized Representative for the City to sign contract.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon poll being taken thereon the following voted in favor thereof: _____, and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

CITY ADMINISTRATOR CONTRACT

This agreement, made and effective as of January 6, 2020 between the City of Arlington, a Minnesota municipal corporation, hereafter "City", and Amy Newsom, hereafter "City Administrator". This contract shall be reviewed annually as per the City Charter.

WHEREAS, the City of Arlington desires to secure the services of the City Administrator and the City Administrator desires to accept such employment.

NOW THEREFORE, in consideration of the material advantages accruing to the two parties and the mutual covenants contained herein, and intending to be legally and ethically bound hereby, the City of Arlington and the City Administrator agree with each other as follows:

1. The City Administrator will render full-time professional services to the City in the capacity of Chief Executive Officer of the City beginning no later than January 17, 2020. The Administrator will at all times, faithfully, industriously and to the best of their ability, perform all duties set forth in the City Charter and in policy statements of the City Council. It is understood that these duties shall be substantially the same as those of a chief executive officer of a business corporation. The City Administrator is hereby vested with authority to act on behalf of the City Council in keeping with policies adopted by the Council, as amended from time to time. In addition, the Administrator shall perform in the same manner any special duties assigned or delegated to them by the Council. The Administrator shall also perform the duties of the City EDA Director. The job description attached at Appendix A shall serve as further guidance as to the duties and powers of the City Administrator.
2. In consideration for these services as City Administrator, the City agrees to pay the City Administrator a salary based on \$80,933 per year for the remainder of 2019. The City Administrator shall be subject to a performance evaluation by the end of December and annually at the end of each calendar year. Future salary increases will be granted at the same time as salary adjustments are made for other city employees, subject to a satisfactory performance evaluation and City Council approval. The City Administrator salary shall be paid in bi-weekly installments at the same time as pay checks are issued to all of the other city employees.
 - a) For purposes of calculating vacation accrual, the City Administrator will be considered an employee beginning November 15, 2019, which was the start of her employment by the City as EDA Director. Hereafter, the City Administrator shall be eligible to earn vacation leave in accordance with the City's personnel policy. The use of vacation leave shall be consistent with the City's Personnel Policy. Upon leaving the City's employ, for whatever reason, the Administrator shall be entitled to payment for all accrued and unused vacation time at the Administrator's then current rate of compensation.
 - b) The City Administrator shall also be granted the same number of paid national holidays as all other city employees.

- c) The City Administrator shall have available the use of a 10-day bank of sick leave at the beginning of employment. Any portion of said 10-day bank which is actually used shall be reimbursed by accumulated sick leave earned by the City Administrator under the terms of this paragraph, until all such sick leave days used have been repaid. Thereafter, the City Administrator will accumulate sick leave under the standard city policy, which is currently an accumulation of one sick day per month worked. Sick leave may be accumulated indefinitely, but may only be used in cases of actual illness or injury. Upon leaving the city's employ, for whatever reason, the City Administrator shall not be entitled to payment for any unused sick leave.
- d) In the event of a single period of prolonged inability to work due to the result of a sickness or an injury, the City Administrator will be compensated in accordance with the City's sick leave and disability policies. Up to six (6) months' salary continuation will be provided in such an instance to supplement short-term disability. The city reserves the right to verify the medical condition of the City Administrator by obtaining reports from the City Administrator's treating medical professionals. In the alternative, the City may require the City Administrator be examined by medical professionals of the City's choosing to obtain an independent opinion as to the City Administrator's medical status. It is understood that such medical reports may be necessary to trigger the City's insurance coverage in such event.
- e) In addition, the City Administrator will be permitted to be absent from the City office during working days to attend professional meetings and to attend to such outside professional duties in the municipal field as have been mutually agreed upon between the Administrator and the Mayor or the Council. Attendance at such approved meetings and accomplishment of approved professional duties shall be fully compensated service time and shall not be considered vacation time. The City shall reimburse the City Administrator for all expenses incurred by the City Administrator incident to attendance at approved professional meetings incurred by the City Administrator in furtherance of the City's interests, provided, however, that such reimbursement is approved by the City Council in advance.

The City agrees to pay dues to professional associations and societies and to such service organizations and clubs of which the City Administrator is a member, approved by the Mayor as being in the best interests of the City. It is contemplated that the City shall pay for the membership of the City Administrator in the International City/County Management Association, Minnesota City/County Management Association, The Institute of Municipal Clerks, League of Minnesota Cities and Minnesota Municipal Utilities Association. The City will pay for the City Administrator attendance at the annual MCMA and LMC conferences. Attendance at the ICMA annual conference shall be subject to City Council approval and budget considerations.

- 4. The City agrees to provide the City Administrator with the following additional benefits:
 - a) Provide comprehensive health and major medical insurance for the City Administrator and their family, according to the standard city employee benefit package.

- b) Provide accrual of pension benefits as a member of the Public Employees Retirement Association, according to the standard city employee benefit package.
 - c) Provide a cell phone, a laptop computer with wireless internet capability, or reimbursement of such products or services as needed and per the City's Personnel Policy. In the event, reimbursement is elected, the City of Arlington may need to access the employee-owned device for legitimate business purposes including, but not limited to implementing security controls, fulfilling record retention obligations, conducting investigations, or responding to litigation-related requests arising out of administrative, civil, or criminal proceedings. The City Administrator is expected to provide access to their device upon demand for necessary business purposes.
 - d) Mileage reimbursement for travel out of town to meetings and other related business of the City. Reimbursement shall be at the rate established per mile under IRS regulations for that calendar year for business mileage deduction rates. If a City vehicle is available for such travel, the City may require the City Administrator to use the city vehicle rather than their personal vehicle.
 - e) In addition, the City Administrator shall be entitled to all other fringe benefits to which all other employees of the City are entitled.
 - f) Provide a relocation reimbursement not to exceed \$2,000.00 to cover relocation expenses for moving to the City of Arlington, to be paid upon submittal of invoices or receipts for eligible relocation expenses. Should the City Administrator voluntarily leave employment with the City, they shall reimburse the City said relocation expenses if within the first 36 months of employment; after the first 36 months of employment, no reimbursement of relocation expenses shall be required.
5. The City Council may at its discretion terminate the City Administrator's employment with the City, without cause. Such action shall require a 4/5's majority vote of the entire City Council and become effective upon written notice to the City Administrator or at such later times as may be specified in said notice. After such termination, all rights, duties and obligations of both parties shall cease except that the City shall continue to pay the City Administrator a monthly salary for the month in which their duties were terminated and for 3 consecutive months thereafter as an agreed upon severance payment. During this period, the City Administrator shall not be required to perform any duties for the City. Neither shall the fact that the City Administrator seeks, accepts and undertakes other employment during this period affect such payments. Also, for the period during which such payments are being made, the City agrees to keep the City Administrator's group life, health and major medical insurance coverage paid up and in effect. However, if the City Administrator obtains new employment during said 3-month severance payment term, and said new employer provides substantially comparable insurance coverage, then the City of Arlington shall not be obligated to provide such group life, health or major medical insurance coverage during said 3-month term.

6. Should the City Council in its discretion change the City Administrator's duties or authority so it can reasonably be found that the City Administrator is no longer performing as the Chief Executive Officer of the City, the City Administrator shall have the right, within 90 days of such event, in their complete discretion, to terminate this contract by written notice delivered to the Mayor and the City Council. Upon such termination, the City Administrator shall be entitled to the severance payment described in Paragraph 5, in accordance with the same terms of that Paragraph.
7. If an event described in paragraph 5 or 6 occurs and the City Administrator accepts any of the severance benefits or payments described therein, to the extent not prohibited by laws, the City Administrator shall be deemed to voluntarily release and forever discharge the City and its Council members, employees, agents, and their successors and assigns, both individually and collectively and in their official capacities (hereinafter referred to collectively as "Release"), from any and all liability arising out of their employment and/or the cessation of said employment. Nothing contained in this paragraph shall prevent the City Administrator from bringing an action to enforce the terms of this Agreement.
8. Should the City Administrator at their discretion elect to terminate this contract for any other reason than as stated in Paragraph 6, the Administrator shall give the City 30 days written notice of their decision to terminate. At the end of the 30 days, all rights, duties and obligations of both parties under this contract shall cease and the City Administrator will not be entitled to severance benefits.
9. The City Council may in its discretion terminate the City Administrator for just cause at any time. Termination for just cause could be based on, but not limited to, willful neglect of duty, gross inefficiency or incompetence in office that the City Administrator fails to correct after reasonable written notice, or malfeasance in office. In case of termination of the City Administrator for just cause, the City Administrator will not be entitled to severance benefits. Prior to any City Council vote to consider termination of the City Administrator's employment, the City Administrator shall be entitled to the same administrative review of their performance or conduct as afforded to all other city employees under existing city employment policies.
10. The City Administrator shall maintain confidentiality with respect to information that the Administrator receives in the course of their employment and not disclose any such information. The City Administrator shall not, either during the term of employment or thereafter, use or permit the use of any information of or relating to the City in connection with any outside activity or business and shall not divulge such information to any person, firm, or corporation whatsoever, except as may be necessary in the performance of their duties hereunder or as may be required by law or legal process.
11. This contract constitutes the entire agreement between the parties and contains all the agreements between them with respect to the subject matter hereof. It also supersedes any and all other agreements or contracts, either oral or written, between the parties with respect to the subject matter hereof.

12. Except as otherwise specifically provided, the terms and condition of this contract may be amended at any time by mutual agreement of the parties, provided that before any amendment shall be valid or effective it shall have been reduced to writing, approved by the City Council, and signed by the Mayor and the City Administrator.
13. The invalidity or unenforceability of any particular provision of this contract shall not affect its other provisions, and this contract shall be construed in all respects as if such invalid or unenforceable provision had been omitted.
14. The City shall defend and indemnify the Administrator pursuant to Minnesota Statutes 466.07 and 465.76, and any laws amending or replacing such laws. The City shall also defend and hold harmless and indemnify the Administrator from all torts, civil damages, penalties and fines, provided the Administrator was reasonably acting in the performance of Administrator's duties.
15. This agreement shall be construed and enforced under and in accordance with the laws of the State of Minnesota.

Dated: January 6, 2020

Amy Newsom

For City of Arlington:

By Richard Nagel

Its Mayor

APPENDIX A

JOB DESCRIPTION

City of Arlington

**Title of Class: City
Administrator/EDA Director**
Effective Date: January 6, 2020

I. CITY ADMINISTRATOR

DESCRIPTION OF WORK

General Statement of Duties: Responsible for planning, organizing, directing, and coordinating all municipal services, and is considered the Utility Superintendent and Treasurer for the City. The City Administrator is also the “Chief Administrative Officer” of the city who is responsible for maintaining the City Charter, and is responsible for directing staff in the implementation of City Council policies and coordinating the day-to-day operations of the City.

Supervision Received: Works under the direct supervision of the Mayor and City Council and receives policy direction from the City Council.

Supervision Exercised: Supervises the activities of all municipal departments and personnel of the City and the administration of municipal policy with the authority to effectively recommend their employment or removal. This shall include outside contractual obligations.

TYPICAL DUTIES PERFORMED

The City Administrator is responsible for ensuring smooth operation throughout the City and is responsible for coordinating activities and functions, creating proper procedures and processes for exchanging information and reaching decisions, and flexibility in reacting to the needs and desires of others. The listed examples may not include all duties performed by the City Administrator.

1. Administer personnel and human resource functions including staffing levels and duties, performance evaluation, promotion, discipline, and compensation plans.
2. Ensure all City laws, ordinances, resolutions, rules, and the City Charter are enforced and make recommendations for changes or additions to ordinances, resolutions, and the City Charter when necessary.
3. Represent the City in local, regional, state and federal activities of concern to the

community.

4. Act as custodian of the city seal and records and sign all official papers and post and publish such notices, ordinances and resolutions as may be required.
5. Manage and invest City funds in accordance with City Council guidelines and sound financial practices. Oversees and manages financial accounting matters.
6. The City Administrator shall supervise the activities of all municipal department heads and personnel of the city and the administration of municipal policy with authority to effectively recommend their employment or removal. The City Administrator shall handle all personnel matter for the city in conjunction with the policy established by the City Council.
7. Be responsible for factual determination and execution of Council policies.
8. Be responsible for the general oversight of the community center, cemetery and library.
9. Make purchases and let contracts, subject to approval of City Council.
10. Oversee long and short term departmental planning.
11. Prepare, revise the layout, design and content of the City's newsletter and social media.
12. Organize and direct work load.
13. Report to Council and general public.
14. The City Administrator shall attend and participate in all meetings of the City Council. He or she shall be responsible for preparation of the City Council agenda and recommend to the City Council such measures as he or she shall deem necessary for the welfare of the citizens and efficient administration of the city. He or she shall attend his or her discretion or at the direction of the City Council, other committee and commission meetings.
15. The City Administrator shall prepare the annual fiscal budget, capital improvement plan and shall report the budget status and administrative status on a regular basis for the City Council. He or she shall maintain financial guidelines for the city within the scope of his or her responsibilities, submit reports to the City Council on the financial condition of the municipal accounts, and make sure the annual financial statement is prepared in accordance with Minnesota Statutes.
16. The City Administrator shall coordinate municipal programs and activities as they rectify the City Council.
17. The City Administrator shall work in cooperation with the City Council's appointed Attorney, Engineer, Water & Wastewater Operator, Auditor, Building Inspector, Planning & Zoning Consultant and Financial Advisor, and he or she shall monitor all consultant and contract work performed for the city.
18. The City Administrator shall prepare news releases and develop and discuss public relations with all concerned as required.
19. The City Administrator shall be informed regarding federal, state and county programs which affect the city. He or she shall consult with officials of both public and private

agencies as may be required.

20. The City Administrator shall inform the City Council in matters dealing with administration of the city and prepare, submit, and update the City Council on adoption of any administrative code encompassing the details of administrative procedures.
21. Serve as a Board Member of the Minnesota Municipal Power Agency (MMPA) and represent the city at MMPA meetings and activities.
22. He or she shall perform such other duties as may be prescribed by law or required of him or her by ordinance or resolutions adopted by the City Council.

KNOWLEDGE, SKILLS AND ABILITIES

1. The City Administrator must have considerable knowledge of municipal government operation and management, proper procedures, and public relations, finances including the budget process, purchasing and all administrative requirements for proper municipal operation.
2. He or she should have an understanding of the operation of public utilities including an electric utility.
3. He or she must have knowledge of or ability to acquire full knowledge of all laws and rules affecting the city including the City Charter.
4. He or she must be able to communicate effectively and provide harmonious relations with the municipal employees, elected officials, other public officials, and the general public.
5. He or she must have the ability to plan development, to collect material and analyze for reporting and to conduct and implement standards of procedure, operation and organization.
6. Knowledge of computers and software programs. General knowledge of internet use, e-mail and faxing.
7. Supervisory experience.

PHYSICAL REQUIREMENTS

The primary tasks and functions of the position consist of typical office functions. May be required to lift and/or carry supplies, materials, equipment and/or items weighing up to 50 pounds. Tasks may require extended periods of time at a keyboard.

MINIMUM QUALIFICATIONS

The City Administrator shall possess a Bachelor's degree in public administration, business administration, accounting, finance or related field, three plus years of related public management experience. Should have experience in budgeting, economic development, public utilities, and must possess a valid Minnesota driver's license.

II. ECONOMIC DEVELOPMENT AGENCY DIRECTOR

- 1. Schedule appropriate EDA meetings, typically a minimum of one meeting per month, and other meetings as needed to properly conduct the EDA business.**
- 2. Prepare agendas for the EDA meetings. Record the EDA meetings and transcribe summary minutes of said meetings.**
- 3. Act as staff liaison between the EDA committee and the Mayor, City Administrator and City Council.**
- 4. Assist the EDA and the City Council with developing goals for business retention and business development in the City of Arlington.**
- 5. Act as an initial contact for prospective businesses and a liaison between said businesses and city staff.**
- 6. Act as coordinator with local, state, regional and federal programs to assist Arlington businesses.**
- 7. Conduct grant writing and administration of grants for the City and city agencies and departments.**
- 8. Coordinate business education opportunities for community businesses.**
- 9. Identify and coordinate marketing opportunities for the City of Arlington, to include assisting the City in maintaining an internet presence for business promotion.**



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION 2-2020

A RESOLUTION DESIGNATING THE OFFICIAL CITY DEPOSITORY

BE IT RESOLVED that the Arlington State Bank of Arlington, Minnesota is hereby designated as the official City of Arlington depository for the year 2020.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon poll being taken thereon the following voted in favor thereof: _____; and the following abstained from voting: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION 3-2020

A RESOLUTION AUTHORIZING SIGNATURE AUTHORITY FOR CITY ACCOUNTS

WHEREAS, the City of Arlington has various bank accounts at Arlington State Bank for the City of Arlington;

WHEREAS, the City of Arlington needs to name the individuals who have signature authority for the various bank accounts; and

WHEREAS, authorized signature can only be those individuals so named and approved by the Arlington City Council; and

BE IT RESOLVED that the Arlington City Council grants signature authority for the City bank accounts to the following and the checks require two signatures:

Mayor	Richard Nagel
Vice-Mayor	Tom Hatlestad
City Administrator	Amy Newsom
Deputy City Clerk	Lisa Tesch

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember: _____ and upon poll being taken thereon the following voted in favor thereof: _____; and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION 4-2020

A RESOLUTION DESIGNATING THE OFFICIAL CITY NEWSPAPER

BE IT RESOLVED that the Arlington Enterprise of Arlington, Minnesota is hereby designated as the official City of Arlington newspaper for the year 2020.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon poll being taken thereon the following voted in favor thereof: _____ and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.



Councilmember Battcher introduced the following resolution and moved for its adoption:

RESOLUTION 5-2020

A RESOLUTION APPROVING THE 2020 CITY CALENDAR

BE IT RESOLVED that the attached Calendar is hereby designated as the official City of Arlington Calendar of Public Meetings for the year 2020.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon poll being taken thereon the following voted in favor thereof: _____, and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

CITY OF ARLINGTON
2020 PUBLIC MEETINGS
 (MEETING DATES ARE SUBJECT TO CHANGE)

Holidays - City Offices Closed:

January 1 - New Year's Day	January 20 - Martin Luther King Jr. Day
February 17 - President's Day	May 25 - Memorial Day
July 4 - Independence Day	September 7 - Labor Day
November 11 - Veteran's Day	November 26 - Thanksgiving Day
November 27 - Day After Thanksgiving	December 25 - Christmas Day

Council	6:30 pm	January 6
Planning & Zoning	7:00 pm	January 9
EDA	5:30 pm	January 13
Council (Holiday 20 th)	6:30 pm	January 20 (21 st)
Township/Fire/Ambulance	7:00 pm	January 23 (10 Day Notice)
Cemetery	6:00 pm	January 27
Parks	7:00 pm	January 27

Council	6:30 pm	February 3
Planning & Zoning	7:00 pm	February 6
Emergency Operations Plan		February 5
EDA	5:30 pm	February 10
Council (Holiday 17 th)	6:30 pm	February 17 (18 th)
Library	5:30 pm	February 18

Council	6:30 pm	March 2
Planning & Zoning	7:00 pm	March 5
EDA	5:30 pm	March 9
Council	6:30 pm	March 16

Council	6:30 pm	April 6
Planning & Zoning	7:00 pm	April 2
EDA	5:30 pm	April 13
A-GI Wastewater (Arlington)	7:00 pm	April 9 (10 Day Notice)
Council	6:30 pm	April 20
Cemetery	6:00 pm	April 27
Parks	7:00 pm	April 27

Planning & Zoning	7:00 pm	May 7
Council	6:30 pm	May 4
EDA	5:30 pm	May 11
Council	6:30 pm	May 18
Library	5:30 pm	May 19

Council	6:30 pm	June 1
Planning & Zoning	7:00 pm	June 4
EDA	5:30 pm	June 8
Council	6:30 pm	June 15

Council	6:30 pm	July 6
Planning & Zoning	7:00 pm	July 2
EDA	5:30 pm	July 13
Council	6:30 pm	July 20
Cemetery	6:00 pm	July 27
Parks	7:00 pm	July 27
Special Council – Budget		July

Planning & Zoning	7:00 pm	August 6
Council	6:30 pm	August 3
EDA	5:30 pm	August 10
Council	6:30 pm	August 17
Special Council – Budget		August

Council (Holiday 7 th)	6:30 pm	September 8
Planning & Zoning	7:00 pm	September 3
EDA	5:30 pm	September 14
A-GI Wastewater (Green Isle)	7:00 pm	September 10 (10 Day Notice)
Council	6:30 pm	September 21
Library	5:30 pm	September 15
Township/Fire/Ambulance	6:00 pm	September 24 (10 Day Notice)
Special Council – Budget		September

Planning & Zoning	7:00 pm	October 1
Council	6:30 pm	October 5
EDA	5:30 pm	October 12
Council	6:30 pm	October 19
Cemetery	6:00 pm	October 26
Parks	7:00 pm	October 26
Special Council – Budget		October

Council	6:30 pm	November 2
Planning & Zoning	7:00 pm	November 5
EDA	5:30 pm	November 9
Council	6:30 pm	November 16
Library	5:30 pm	November 17
Special Council – Budget		November

Council	6:30 pm	December 7
Planning & Zoning	7:00 pm	December 3
EDA	5:30 pm	December 14
Council	6:30 pm	December 21
Special Council		December

MEETING SCHEDULE:

City Council	1 st & 3 rd Monday Evenings @ 6:30 pm
EDA	2 nd Monday Evening (Monthly) @ 5:30 pm
Planning & Zoning	1 st Thursday Evening @ 7:00 pm
Park Board	4 th Monday Evening – 1 st Month (Quarterly) @ 7:00 pm
Library	3 rd Tuesday Evening (Quarterly) @ 5:30 pm (Library)
Cemetery	4 th Monday Evening, 1 st Month (Quarterly) @ 6:00 pm
A-GI Wastewater	2 nd Thursday Evening April/September (10 Day Notice) @ 7:00 pm (April-Arl, September-GI - alternate locations) (GI Council Meets 2 nd & 4 th Tues)
Township/Fire/Ambulance	4 th Thursday Evening – Jan & Last Wed. Evening Sept. (10 Day Notice) @ 7:00 pm
Cable Commission	4 th Wednesday Evening (Monthly)
Fire Relief	Last Wednesday Evening (Monthly) (Fire Hall)
Emergency Operations Plan	1 st Wednesday in February (Annually) (EMS Bldg)
Shade Tree	Quarterly
Community Center	Quarterly

**All meetings are at Community Center-Council Chambers unless otherwise noted.*

***All meeting dates are subject to change, plus additional 'special' meetings may be scheduled.*

Annual Schedule for Committees to Report to City Council (attended by a minimum of 2 representatives from each):

<u>Monthly:</u> Streets-1 st Mtg, Police Dept.-2 nd Mtg	<u>March:</u> Ambulance-1 st Mtg, Parks/Trails-2 nd Mtg
<u>February:</u> Fire Dept.-1 st Mtg, Historical Society-2 nd Mtg	<u>May:</u> Library-1 st Mtg, Planning/Zoning-2 nd Mtg
<u>April:</u> Electrical Engineer-1 st Mtg, PeopleService-2 nd Mtg	<u>July:</u> EDA-1 st Mtg.
<u>June:</u> Hospital/RSMC-1 st Mtg, Cemetery-2 nd Mtg	
<u>August:</u> Fire Relief-2 nd Mtg	



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION 6-2020

A RESOLUTION RATIFYING MAYORAL APPOINTMENTS AND COMMITTEES

BE IT RESOLVED that Mayor Richard Nagel has appointed the following individuals to the following appointments:

APPOINTEES TO MUNICIPAL OFFICES:

<i>Vice Mayor:</i>	Councilmember Tom Hatlestad
<i>City Attorney:</i>	Attorney Ross Arneson
<i>Health Officer:</i>	Representative from Sibley County Public Health
<i>Emergency Management Director:</i>	Tim Haggemiller

DELEGATES TO EXTRA-MUNICIPAL AGENCIES:

<i>Minnesota Municipal Utility Association (MMUA) Delegates:</i>	Councilmember Joe Morgan City Administrator Amy Newsom
<i>Minnesota Municipal Power Association (MMPA) Delegates:</i>	City Administrator Amy Newsom Deputy City Clerk Lisa Tesch
<i>Cable Commission Delegates:</i>	Councilmember Tom Hatlestad Don Koch
<i>A-GI Wastewater Board Delegates:</i>	Councilmember Joe Morgan Councilmember Michelle Battcher People Service Representative
<i>Prairie Line Trail Committee Delegate:</i>	Councilmember Laura Gilman
<i>Sibley County Library Board Representative:</i>	Galen Wills
<i>Minnesota Valley Regional Rail Coalition (MVRRC) Delegate:</i>	City Administrator Amy Newsom
<i>Ridgeview Sibley Medical Center Board (RSMC)</i>	Laura Gilman
COUNCIL COMMITTEES: (All council members serve one year terms)	
<i>Employee Relations Committee:</i>	Councilmember Joe Morgan Councilmember Tom Hatlestad
<i>Finance Committee:</i>	Councilmember Michelle Battcher Councilmember Laura Gilman
<i>Public Buildings Committee:</i>	Councilmember Rick Amrhein Councilmember Joe Morgan
<i>Streets Committee:</i>	Councilmember Tom Hatlestad Councilmember Rick Amrhein
<i>Utilities Committee:</i>	Councilmember Laura Gilman Councilmember Joe Morgan

Police Committee:

Councilmember Laura Gilman
Councilmember Michelle Battcher

MISCELLANEOUS COMMITTEES:

Firefighter Relief Committee:
(per by-laws)

Mayor: Richard Nagel
City Administrator: Amy Newsom
Fire Chief: John Zaske

Ambulance Department Committee:

Rep. to RSMC: Councilmember Laura Gilman
Councilmember: Councilmember Michelle Battcher
City Administrator: Amy Newsom
Ambulance Director: Sara Burton
Volunteer Ambulance Manager: Lisa Roseland
RSMC Administrator: Ben Nielsen

Fire Department Committee:

Councilmember Joe Morgan
Councilmember Laura Gilman
Fire Department Officer Corp.

Emergency Operations Plan:

Mayor: Richard Nagel
City Administrator: Amy Newsom
Emergency Management Director: Tim Haggemiller
Fire Chief: John Zaske
Police Chief: John Petterson
Ambulance Director: Sara Burton
Maintenance Supervisor: Kirby Weckworth

CITIZEN COMMITTEES: (All council members serve one year terms)

Cemetery Committee: (Term Length: Two years)

Staff Representatives:

City Administrator Amy Newsom
Maintenance Supervisor Kirby Weckworth

Councilmember Appointee:

Councilmember Rick Amrhein

Citizen Appointees:

Dennis Van Moorlehem (2021)
Lyle Rud (2020)
Jennifer Nuesse (2021)
Laura Ward (2021)
Jeanne Bearson (2021)
Morris Mesenbring (2020)

Community Center Committee: (Term Length: Two years)

Staff Representatives:

City Administrator Amy Newsom
Community Center Coordinator Vacant
Maintenance Supervisor: Kirby Weckworth

Councilmember Appointee:

Councilmember: Joe Morgan

Citizen Appointees:

Kurt Menk (2020)
Leon Dose (2020)
Tim Haggemiller (2020)
Nancy Mathwig (2021)
Julie Warweg (2021)
Deb Brinkman (2021)

Economic Development Authority: (Term Length: Six years)

Staff Representative: Administrator Amy Newsom
Councilmember Appointees: Councilmember Laura Gilman
Councilmember Tom Hatlestad
Citizen Appointees: Tim Kloeckl (2022)
Dean Bergersen (2023)
Larry Sorenson (2024)
Kurt Menk (2020)
Howard Brinkman (2021)

EDA Board Loan Committee: Administrator Amy Newsom
1 EDA Councilmember
1 EDA Member

Library Committee: (Term Length: Two years)

Staff Representative: Library Director Kathy Homme
Councilmember Appointee: Councilmember Joe Morgan
Citizen Appointees: Pauline Wiemann (2021)
Anita Quast (2021)
Galen Wills (2021)
Sue Morrisette (2020)
Jean Olson (2020)
Sheila Arneson (2021)
Ex-officio Member: Sibley County Library Board Representative

Parks Committee: (Term Length: Two years)

Staff Representative: Maintenance Supervisor Kirby Weckworth
Councilmember Appointee: Councilmember Rick Amrhein
Citizen Appointees: Gary Hultgren (2021)
Jerry Ebersviller (2021)
Karan Pichelmann (2021)
Robert Thomes (2020)
Michael Christeson (2020)
Al Ihrke (2020)

Planning and Zoning Committee: (Term Length: Three years)

Staff Representative: Consulting P & Z Administrator Vacant
Councilmember Appointee: Councilmember Michelle Battcher
Citizen Appointees: Janet Deno (2021)
Jim Carlson (2021)
Brandon Brinkman (2022)
Darnell Halverson (2022)
Joe Prasad (2020)
Jennifer Nuesse (2020)

Shade Tree Committee: (Term Length: One year)

Staff Representative: City Administrator Amy Newsom
Maintenance Supervisor Kirby Weckworth
Councilmember Appointee: Mayor Richard Nagel
Citizen Appointees: Jeff Pinske (2020)
Jim Kreft (2020)
Dale Stern (2020)

TASK FORCES AND COMMISSIONS:

Arlington Historical Society:

Board of Directors, Volunteers:

Curt Boeder
Greg Goblirsch
Pauline Wiemann
Dwight Grabitske
Ramona Bade
Mike Noack
Lowell Nagel

Community Ed/Sum. Rec. Advisory Board:

Councilmember Appointee:

Citizen Appointees:

Mayor Rich Nagel (non-voting)
Laura Gilman
Karan Pichelmann
Evea Traxler

FURTHERMORE BE IT RESOLVED that the Mayor is Ex-Officio for all Boards, Committees and Commissions.

The motion for the adoption of the foregoing resolution was duly seconded by Council member _____, and upon poll being taken thereon the following voted in favor thereof: _____, and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 7-2020

A RESOLUTION AMENDING THE 2020 SCHEDULE OF FEES AND CHARGES FOR VARIOUS SERVICES, LICENSES AND PERMITS

WHEREAS, the City Council is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications or other matters handled by the City; and

WHEREAS, Resolution 70-2019, A Resolution Adopting a Schedule of Fees and Charges for Various Services, Licenses and Permits failed to properly note the changes previously proposed and approved to the Snow Removal Rates; and

WHEREAS, in the event of a conflict, the following Fee Schedule shall prevail.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Arlington that the following fees and charges for permits, licenses and services be adopted as the 2020 Fee and Rate Schedule:

PLANNING AND ZONING FEES	
Variance Application	\$250 plus recording fee
Conditional Use Permit Application	\$250 plus recording fee
Interim Use Permit Application	\$250 plus recording fee
Ordinance Amendment Application	\$250
Rezoning Application	\$250 plus recording fee
Land Use Permit Application	\$25
Fence Permit (Zoning Review)	\$25
Fence Permit (Full Review)	Based on Value
Sign Permit (Zoning Review)	\$25
Sign Permit (Full Review)	Based on Value
Preliminary Plat Approval Application	\$200 plus \$5 per lot plus deposit
Final Plat Approval Application	\$150
Planned Unit Development Approval Application	\$200 plus \$5 per lot plus deposit
Commercial/Industrial Site Plan Review Fee	\$250
Escrow Requirement Commercial/Industrial Site Plan	\$500 (cover addtl. fees for City consultants/staff review)
Park Dedication Fee	5% of estimated market value of buildable area
Annexation Fee	\$5 per lot, minimum of \$100
Administrative Permit	\$75
Starting Work Without a Building Permit	Double Permit Fee
Administrative Subdivision	\$100 plus recording fee
Special Meeting Request	\$200
Tax Increment Financing Application	\$500 and written agreement
Tax Abatement Application	\$250 and written agreement
UTILITY SERVICES	
Meter Deposit - Electric Only	Two Months Average Use of Previous Tenant
Meter Deposit - Electric/Water/Sewer	Two Months Average Use of Previous Tenant
Meter Deposit - Electric - Highland Commons	\$50
Meter Deposit - Electric - Amberfield Building D	\$50
Water Access Charge	\$1,325
Sewer Access Charge	\$3,500
Electric Hookup	\$150
Sewer User Rate	\$.00368/gallon
Sewer Base Rate	\$34.40/month plus \$4.85 per additional unit

Green Isle Sewer Base Rate	\$27.61/month
Water User Rate	\$.00586/Gallon
5/8-3/4 Inch Meter Water Base Rate	\$10.09/month
1 Inch Meter Water Base Rate	\$10.61/month
1 1/4 - 1 1/2 Inch Meter Water Base Rate	\$10.92/month
2 Inch Meter Water Base Rate	\$11.75/month
3 Inch Meter Water Base Rate	\$12.85/month
4-8 Inch Meter Water Base Rate	\$17.27/month
Residential Electric Base Rate	\$8.75/month (effective March 1 st billing)
Residential Energy Rate	\$.1183/kWh (effective March 1 st billing)
Small Commercial Electric Base Rate	\$18.50/month (effective March 1 st billing)
Energy Charge \$/kWh (Small Commercial Demand <25 kW)	\$.1039/kWh (effective March 1 st billing)
Large Commercial Electric Base Rate	\$18.50/month (effective February 1 st billing)
Energy Charge \$/kWh (Large Commercial Demand >25 kW)	\$.0704/kWh (effective February 1 st billing)
Electric Demand Charge (Large Commercial Demand >25 kW)	\$9.90/kW (effective February 1 st billing)
Utility Disconnect Notice	\$25 per occurrence
Water Reconnect Fee	\$25
Electric Reconnect - Day	\$50
Electric Reconnect - After Hours	\$250
Utility Bill Late Fee	10% (less tax) of current bill; \$1 minimum
Utility Account Payment Agreement	\$10 Adm. Fee to be paid at time of drafting Agreement
Load Management Disconnect	\$50
Metering Fee for Meter on Private Wells	Cost of parts and labor
Lawn Sprinkler Meter	\$35 plus tax
Lawn Sprinkler Meter Repair Fee	Cost of parts and labor
STORM WATER RATES:	
Residential Unit	\$10.50/month (effective February 1 st billing)
0.0000 TRE to 1.0000 TRE	\$16.50/month (effective February 1 st billing)
1.0001 TRE to 5.0000 TRE	\$24.00/month (effective February 1 st billing)
5.0001 TRE to 10.0000 TRE	\$39.00/month (effective February 1 st billing)
10.0001 TRE to 15.0000 TRE	\$46.50/month (effective February 1 st billing)
15.0001 TRE to 20.0000 TRE	\$54.00/month (effective February 1 st billing)
20.0001 TRE to 25.0000 TRE	\$61.50/month (effective February 1 st billing)
25.0001 TRE or Greater	\$69.00/month (effective February 1 st billing)
LIBRARY FEES	
Copies	\$.10 single side and \$.15 for duplex
Laser Printer	First 2 Free, \$.10 per additional page
Color Printer	\$0.50
Library Card	First is free, replacement is \$2
Book Fines	\$.10 a day after one week grace period
Video Fines	\$1/day
Faxes	\$1/page
ANIMAL/PET LICENSES AND FEES	
New Pet License (Jan.1 thru Dec. 31)	\$5 per animal
Pet License Late Fee (April 1 thru Dec. 31)	\$10 per animal
Chicken/Duck Permit Fee	\$10 one time fee
Animal (Stray) Impound Fee	(Set by Vet Clinic)
Animal (Stray) Boarding Fee for Dog	(Set by Vet Clinic)
Animal (Stray) Boarding Fee for Cat	(Set by Vet Clinic)
Animal Redemption Fee	\$36
Animal Redemption Fee (Non-Licensed)	\$46
MISCELLANEOUS LICENSES AND FEES	
All Parking Violations	\$35
Vehicle Towing - Impound	Set by Towing Company
Vehicle Storage	\$25/day (inside or outside) + Towing fee
Replacement of Sign Resulting from Accident	\$200 (billable to driver or insurance)
Blight/Nuisance/Mowing/Snow Removal (Ords #178, #259)	Contractor Cost plus \$5 Administrative Fee.
Contracted Commercial Snow Removal	\$15 (Small), \$25 (Med.), \$75 (Large) \$150 (Xtra) \$1,200 (Gig)
Repeat Nuisance Call Fee (Ord #259)	\$30
Peddler Permit (Ord #243)	\$10/day, \$25/week, \$50/month, \$100/Year
Drone Permit (Ord #303)	\$0 Permit Only Required.

Chipping	\$20 plus \$1.00/minute, plus tax (discuss whether charged/min.)
Credit Card Convenience Fee	2.5% (\$2.00 minimum)
e-check	\$1.50 (via Point & Pay)
Copies (up to 100 pages, then hourly rate)	\$.15 for B/W; \$.25 for color (per single-sided page)
Faxes/Scan to Email	\$.15 per page received and \$1 per document sent
Laminating	\$1.00/foot plus \$5
Non-Sufficient Fund Check Returns (NSF's)	\$30 per occurrence plus any bank fees
Residential Solid Waste Permit	\$100 (Maximum of 3)
Commercial Solid Waste Permit	\$100 (Maximum of 6)
Illuminating Portable Sign Permit	\$20
Election Filing Fee	\$2
DVD and VHS copies	\$15 plus material cost of DVD/VHS
Assessment Search Fee	\$5
Dance Permit	\$20 per event or \$200 for a yearly
Police Report (via paper or fax)	\$15 (including insurance or personal request)
Police Report – digital media	\$15 per DVD (changed to be consistent with Admin.chrg)
Police Responding Fee (Public Dances, Noise Complaints, Close Down Event at Public Building (closing time or noise related) – after initial warning)	\$50
Police Response to Subpoena	\$50/hr. + mileage
Paper Service (only within City limits-only for evictions and family dispute matters of conflict)	\$40
Special Police Event (>2 officers)	Actual Per Hour Cost of Officer(s) Used (Salary & Benefits)
Lost/Unreturned key to City Facility	Cost of Rekey plus One (1) Hour Admin Time
Fire Extinguisher Recharge	Cost plus \$5
BEER/LIQUOR LICENSES	
Temporary 3.2 Malt Liquor License	\$50 per event
Liquor License - On Sale	\$1,300
Liquor License - Off Sale	\$100
Liquor License – On Sale – Partial Year	\$450 (applies to Raceway)
Setup License	\$20
3.2 Malt Liquor - On Sale	\$80
3.2 Malt Liquor - Off Sale	\$25
Temporary 1-4 Day On Sale Liquor License	\$50 per event
Caterer's Permit	\$50 per event
Sunday Liquor License	\$100
Community Center Liquor License - On Sale	\$1,000 (7/01-6/30 mid-year cycle est. by State of MN)
CEMETERY FEES	
Burial Permits	\$75
Cemetery Lots North of Road #3	\$200
Cemetery Lots South of Road #3	\$300
COLUMBARIUM:	
Urn Placement	\$75
Urn Placement (Non-Regular Business Hours)	\$125
Niche Plaque (Single or Double with Full Dates)	\$475
Niche Plaque (Double without Full Dates)	\$550
Columbarium (Front – Rows 1 & 2)	\$750
Columbarium (Front – Row 3)	\$675
Columbarium (Front – Rows 4 & 5)	\$600
Columbarium (Rear – Rows 1 & 2)	\$675
Columbarium (Rear – Row 3)	\$600
Columbarium (Rear – Rows 4 & 5)	\$525
Memory Wall Plaque	\$215
FIRE DEPT. FEES (Billing advised by Officer in Charge. All billing reviewed by Fire Chief)	
Accident/Missing Person	\$250 0-1 hrs, \$150 for each additional hour
Fire Call up to 2 hours	\$500, plus supplies/foam/fuel
Fire Call exceeding 2 hours	\$1,000, plus supplies/foam/fuel
Helipad (Reso #15-2014)	\$150
CO2 Call	\$150
Hazardous Material	\$1,000 (in addition to call fee)

Foam	\$25 0-1 gallon, applicable supply replacement cost for each gallon thereafter
Jaws of Life	\$150
Fuel Charges - City	\$40
Fuel Charges - Rural	\$80
False Alarm	First two = \$0; after two, up to \$300 per time
Mutual Aid	Supplies
Pool Fills - 2,000 Gallon Tanker Truck	City Residents - \$84 per haul, Rural Residents - \$124 per haul
Pool Fills - 3,500 Gallon Tanker Truck	City Residents - \$93 per haul, Rural Residents - \$133 per haul
Township Protection Fee	\$352.57 Per Section \$331.72 – changed 2/19/19
AMBULANCE FEES	
BLS Emergency - Service Area	\$1,300 plus mileage
BLS Non Emergency - Service Area	\$800 plus mileage
ALS Intercept	\$250 plus mileage
ALS Non emergency - Service Area	\$1,500 plus mileage
ALS1 Emergency - Service Area	\$1,700 plus mileage
ALS2 Emergency - Service Area	\$1,900 plus mileage
Specialty Transport	\$2,100
Treat/No Transport	\$500
Mileage Rate	\$23/mile
Township Protection Fee	Per Section \$70.03 – changed 2/19/19
Green Isle Protection Fee	\$6,291.33
COMMUNITY CENTER FEES	
Rental Fees will not be charged for any organization having a City related budget (i.e. Fire Dept.; Ambulance)	
Weekly User Rate (one section only)	\$120 per time
School Use (Testing/Retreats)	\$50 per time
Room 1 (West) Rent	\$180 per event
Room 2 (Center) Rent	\$240 per event
Room 3 (East) Rent	\$180 per event
All Rooms Rent	\$600 per event
Extra Day Rental	\$300
Hourly Rental Rate (2 hrs or less, no set-up/tear down)	\$40 per hour/room (two-hour maximum)
Set-Up Fee	\$100/room or \$200 per event (changed 10/7/19)
Attendant Fee	\$35/attendant/hr per event
Kitchen Use Fee (Full)	\$100 per event
Kitchen Use Fee (Partial)	\$50 per time
Dish Rental	\$1/person or .11 per piece
Dish Rental for City-chartered organizations	\$25
Wine Glasses (Limited Supply)	\$.15/piece
Linens	Set by Distributor
LCD Projector	\$50
Wireless Microphone (from library)	\$15 to be paid to the library
Damage Deposit (for rental of more than one section)	\$250 with Credit Card or \$500 with cash/check
Damage Deposit (one section)	\$150 Cash or Credit Card
Decorating Violations	\$10/offense
Cigarette Butts or Glass Bottles Found (Violation)	\$50
Lost Key	\$50
Additional Cleaning	\$20/hour
Council Chambers Rent	\$40 per event
Caterer Serving Fee (sliding scale):	Number of Guests - Fee (\$)
	1 - 100 \$1/person
	101 - 200 \$150
	201 - 400 \$250
	401+ \$350
Cleaning and Utility Cost (Non-Profits)	\$300 on Fri/Sat and \$220 from Sun-Thursday
Bar Rental (sliding scale):	Number of Guests - Fee (\$)
	1 - 200 \$100
	200 - 300 \$200
	300 - 400 \$300

	400 - 500	\$400
	500+	\$500
EMS CONFERENCE ROOM FEES		
Meeting Room, 0-2 hours		\$25 per event
Meeting Room, 2-4 hours		\$50 per event
Meeting Room, 4-8 hours		\$75 per event
LIONS CENTER @ FOUR SEASONS PARK		
Rent		\$125 per event and \$250 deposit
SIGN RENTAL		
Main Street Sign		\$25/week (both sides) or \$12.50/week (one side)
Main Street Sign (Additional Week)		\$10/week
Community Center Electronic Sign		\$25 New Message set up, \$30 weekly coverage
Community Center Electronic Sign, Non-Profit		\$25 non-profit new message set up, \$25 weekly coverage
Community Center Electronic Sign, Daily		\$25 New Message set up, \$10/day (profit/non-profit)
Community Center Electronic Sign, Monthly		\$25 New Message set up, \$100 month coverage
RIGHT OF WAY PERMITS		
Registration Fee		\$40
Excavation Permit Fees - Hole		\$125
Excavation Permit Fees - Trench		\$275
Obstruction Permit Fee		\$50
Permit Extension Fee		\$55
Delay Penalty		\$60 for first 3 days, \$10/day thereafter
EQUIPMENT RATES (Rates below are for Equipment only. Hourly Rate for City Employee: \$45.00)		
Case Payloader		\$125/hour
Case Payloader w/ SnoGo Snow Blower		\$150/hour
New Holland Tractor w/ attachment		\$75/hour
Chevy Dump Truck		\$80/hour
Chevy Sanding/Plow Truck		\$85/hour
Elgin Street Sweeper		\$125/hour
Chevy Bucket Truck		\$85/hour
Chevy Digger Truck		\$85/hour
Back Pack Mosquito Sprayer		\$35/hour
Truck Mount Mosquito Sprayer (with chemical)		\$140/hour
Vermeer Brush Chipper		\$75/hour
Pull Behind Street Roller/Packer		\$30/hour
Kubota Lawn Mower		\$50/hour
Pickup W/Snowblade		\$60/hour
Televising Unit		\$150/hour
Street Line Paint Sprayer		\$35/hour
CITY DIRT AND GRAVEL		
Class 5 Gravel		\$17/yd

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon poll being taken thereon the following voted in favor thereof: _____; and the following were absent: _____.

Adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
 Mayor

Attest: _____
City Administrator/Treasurer/Clerk

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

BUILDING PERMIT FEES											
(90% of the 1997 Fee Schedule)											
Surcharge	Value	Fee Cost	Surcharge	Value	Fee Cost	Surcharge	Value	Fee Cost			
\$0.25	Up To \$500.00	\$20.70	\$15.50	\$31,000.00	\$406.67	\$37.50	\$ 75,000.00	\$736.88			
\$0.30	\$600.00	\$23.90	\$16.00	\$32,000.00	\$415.76	\$38.00	\$ 76,000.00	\$743.88			
\$0.35	\$700.00	\$26.64	\$16.50	\$33,000.00	\$424.85	\$38.50	\$ 77,000.00	\$750.88			
\$0.40	\$800.00	\$29.39	\$17.00	\$34,000.00	\$433.94	\$39.00	\$ 78,000.00	\$757.88			
\$0.45	\$900.00	\$32.13	\$17.50	\$35,000.00	\$443.03	\$39.50	\$ 79,000.00	\$764.88			
\$0.50	\$1,000.00	\$34.88	\$18.00	\$36,000.00	\$452.12	\$40.00	\$ 80,000.00	\$771.88			
\$0.55	\$1,100.00	\$37.62	\$18.50	\$37,000.00	\$461.21	\$40.50	\$ 81,000.00	\$778.88			
\$0.60	\$1,200.00	\$40.37	\$19.00	\$38,000.00	\$470.30	\$41.00	\$ 82,000.00	\$785.88			
\$0.65	\$1,300.00	\$43.11	\$19.50	\$39,000.00	\$479.39	\$41.50	\$ 83,000.00	\$792.88			
\$0.70	\$1,400.00	\$45.86	\$20.00	\$40,000.00	\$488.48	\$42.00	\$ 84,000.00	\$799.88			
\$0.75	\$1,500.00	\$48.60	\$20.50	\$41,000.00	\$497.57	\$42.50	\$ 85,000.00	\$806.88			
\$0.80	\$1,600.00	\$51.35	\$21.00	\$42,000.00	\$506.66	\$43.00	\$ 86,000.00	\$813.88			
\$0.85	\$1,700.00	\$54.09	\$21.50	\$43,000.00	\$515.75	\$43.50	\$ 87,000.00	\$820.88			
\$0.90	\$1,800.00	\$56.84	\$22.00	\$44,000.00	\$524.84	\$44.00	\$ 88,000.00	\$827.88			
\$0.95	\$1,900.00	\$59.58	\$22.50	\$45,000.00	\$533.93	\$44.50	\$ 89,000.00	\$834.88			
\$1.00	\$2,000.00	\$62.33	\$23.00	\$46,000.00	\$543.02	\$45.00	\$ 90,000.00	\$841.88			
\$1.50	\$3,000.00	\$74.93	\$23.50	\$47,000.00	\$552.11	\$45.50	\$ 91,000.00	\$848.88			
\$2.00	\$4,000.00	\$87.53	\$24.00	\$48,000.00	\$561.20	\$46.00	\$ 92,000.00	\$855.88			
\$2.50	\$5,000.00	\$100.13	\$24.50	\$49,000.00	\$570.29	\$46.50	\$ 93,000.00	\$862.88			
\$3.00	\$6,000.00	\$112.73	\$25.00	\$50,000.00	\$579.38	\$47.00	\$ 94,000.00	\$869.88			
\$3.50	\$7,000.00	\$125.33	\$25.50	\$51,000.00	\$588.48	\$47.50	\$ 95,000.00	\$876.88			
\$4.00	\$8,000.00	\$137.93	\$26.00	\$52,000.00	\$597.57	\$48.00	\$ 96,000.00	\$883.88			
\$4.50	\$9,000.00	\$150.53	\$26.50	\$53,000.00	\$598.28	\$48.50	\$ 97,000.00	\$890.88			
\$5.00	\$10,000.00	\$163.13	\$27.00	\$54,000.00	\$604.58	\$49.00	\$ 98,000.00	\$897.88			
\$5.50	\$11,000.00	\$175.73	\$27.50	\$55,000.00	\$610.88	\$49.50	\$ 99,000.00	\$904.88			
\$6.00	\$12,000.00	\$188.33	\$28.00	\$56,000.00	\$617.18	\$50.00	\$100,000.00	\$911.88			
\$6.50	\$13,000.00	\$200.93	\$28.50	\$57,000.00	\$623.48						
\$7.00	\$14,000.00	\$213.53	\$29.00	\$58,000.00	\$629.78	Plan Review is 65% of permit valuations.					
\$7.50	\$15,000.00	\$226.13	\$29.50	\$59,000.00	\$636.08						
\$8.00	\$16,000.00	\$238.73	\$30.00	\$60,000.00	\$642.38	Valuations over \$100,000 will include					
\$8.50	\$17,000.00	\$251.33	\$30.50	\$61,000.00	\$648.68	\$5.04 for each additional \$1,000 or					
\$9.00	\$18,000.00	\$263.93	\$31.00	\$62,000.00	\$654.98	fraction thereof above \$100,000 to and					
\$9.50	\$19,000.00	\$276.53	\$31.50	\$63,000.00	\$661.28	including \$500,000.					
\$10.00	\$20,000.00	\$289.13	\$32.00	\$64,000.00	\$667.58						
\$10.50	\$21,000.00	\$301.73	\$32.50	\$65,000.00	\$673.88	Valuations over \$500,000 will include					
\$11.00	\$22,000.00	\$314.33	\$33.00	\$66,000.00	\$680.18	\$4.27 for each additional \$1,000 or					
\$11.50	\$23,000.00	\$326.93	\$33.50	\$67,000.00	\$686.48	fraction thereof above \$500,000 to and					
\$12.00	\$24,000.00	\$339.53	\$34.00	\$68,000.00	\$692.78	including \$1,000,000.					
\$12.50	\$25,000.00	\$352.13	\$34.50	\$69,000.00	\$699.08						
\$13.00	\$26,000.00	\$364.73	\$35.00	\$70,000.00	\$705.38	Valuations over \$1,000,000 will					
\$13.50	\$27,000.00	\$377.33	\$35.50	\$71,000.00	\$711.68	include \$2.83 for each additional \$1,000					
\$14.00	\$28,000.00	\$389.93	\$36.00	\$72,000.00	\$717.98	or fraction thereof above \$1,000,000					
\$14.50	\$29,000.00	\$402.53	\$36.50	\$73,000.00	\$724.28						
\$15.00	\$30,000.00	\$415.13	\$37.00	\$74,000.00	\$730.58	Roofing Permit is \$50.00					
Siding Permit is \$50.00		Plumbing & Mechanical Permit is \$50.00 (each)									
Window Replacement Permit is \$50.00			Demolition Permit is \$50.00								



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 08-2020

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR VETERINARY CLINIC AT 402 WEST ALDEN STREET IN THE B-2 CENTRAL BUSINESS DISTRICT

WHEREAS, Mr. Lyle Braun has submitted a request for a Conditional Use Permit to allow a veterinary clinic at 402 West Alden Street; and,

WHEREAS, the property is zoned B-2 Central Business District; and,

WHEREAS, the property is legally described in Exhibit C attached hereto and assigned a parcel identification number: **31.0051.000**.

WHEREAS, Zoning Ordinance Section 8, sub. 2 provides for permitted uses in the B-2 Central Business District; and,

WHEREAS, Zoning Ordinance, Section 8 sub 3 provides for Conditional Use Permit in the B-2 Central Business District; including those under Section 7, sub 2; and

WHEREAS, Zoning Ordinance Section 7, sub 2 provides permitted uses in the B-2 District including animal hospitals, and

WHEREAS, Zoning Ordinance Section 8, sub 4 and 5 regulate height, yard and area regulations including parking; and

WHEREAS, Zoning Ordinance Section 6, sub 4(1) regulates height yard and area regulations.

WHEREAS, the Applicant represents:

1. Moving the Minnesota Valley Vet Services into 402 West Adams Street.

WHEREAS, notice of a public hearing to accept input on the Conditional Use Permit request was published in the official newspaper on December 19, 2019 and sent to property owners within 350 feet of the property; and

WHEREAS, the Planning and Zoning Committee conducted a public hearing on the Conditional Use Permit request on December 30, 2019 and accepted input on the Conditional Use Permit request; and

WHEREAS, the Planning Committee has reviewed the Conditional Use Permit request and has made the following findings:

1. That the request meets the standards under Zoning Ordinance Section 8 sub 3 Uses by Conditional Use Permit.
2. That the request is compatible the City's officially adopted comprehensive plan.
3. That granting the conditional use permit will not endanger the health, safety or

welfare of the public.

NOW, THEREFORE, BE IT RESOLVED by the Arlington City Council to approve the Conditional Use Permit to allow a veterinary clinic at 402 West Alden Street subject to the following:

1. This conditional use permit is in effect for the property at 402 West Alden Street and assigned to the current and/or any future owner of the property. The conditional use permit may be revoked by the City following written notice to the property owner if the conditions of the permit as listed herein are not met and/or maintained.
2. No changes in the approved plans or scope of the conditional use shall be undertaken without prior approval of those changes by the City.
3. Minnesota Valley Vet Services will plant a hedge this spring on the southwest side of their property leaving enough room for the veterinary clinic to maintain the hedge on both sides of the property.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon poll being taken thereon the following voted in favor thereof: _____, and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.



PLANNING & ZONING COMMITTEE:

RESOLUTION NO. 07-2019

**A RESOLUTION RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT FOR
VETERINARY CLINIC AT 402 WEST ALDEN STREET IN
THE B-2 CENTRAL BUSINESS DISTRICT**

Motion by Commissioner _____ Second by Commissioner _____

WHEREAS, Mr. Lyle Braun has submitted a request for a Conditional Use Permit to allow a veterinary clinic at 402 West Alden Street; and,

WHEREAS, the property is zoned B-2 Central Business District; and,

WHEREAS, the property is legally described in Exhibit C attached hereto and assigned a parcel identification number: **31.0051.000**.

WHEREAS, Zoning Ordinance, Section 8, sub. 2 provides for permitted uses in the B-2 Central Business District; and,

WHEREAS, Zoning Ordinance, Section 8 sub 3 provides for Conditional Use Permit in the B-2 Central Business District; including those under Section 7, sub 2; and

WHEREAS, Zoning Ordinance Section 7, sub 2 provides permitted uses in the B-2 District including animal hospitals, and

WHEREAS, Zoning Ordinance Section 8, sub 4 and 5 regulate height, yard and area regulations including parking; and

WHEREAS, Zoning Ordinance Section 6, sub 4(1) regulates height yard and area regulations.

WHEREAS, the Applicant represents:

1. Moving the Minnesota Valley Vet Services into 402 West Adams Street.

WHEREAS, notice of a public hearing to accept input on the Conditional Use Permit request was published in the official newspaper on December 19, 2019 and sent to property owners within 350 feet of the property; and

WHEREAS, the Planning and Zoning Committee conducted a public hearing on the Conditional Use Permit request on December 30, 2019 and accepted input on the Conditional Use Permit request; and

WHEREAS, the Planning Committee has reviewed the Conditional Use Permit request and has made the following findings:

1. That the request meets the standards under Zoning Ordinance Section 8 sub 3 Uses by Conditional Use Permit.
2. That the request is compatible the City's officially adopted comprehensive plan.
3. That granting the conditional use permit will not endanger the health, safety or welfare of the public.

NOW, THEREFORE, BE IT RESOLVED BY THE ARLINGTON PLANNING AND ZONING COMMITTEE THAT:

The Planning Committee does hereby recommend the City Council of the City of Arlington approve/deny the Conditional Use Permit to allow a veterinary clinic at 402 West Alden Street subject to the following:

- 1. This conditional use permit is in effect for the property at 402 West Alden Street and assigned to the current and/or any future owner of the property. The conditional use permit may be revoked by the City following written notice to the property owner if the conditions of the permit as listed herein are not met and/or maintained.
- 2. No changes in the approved plans or scope of the conditional use shall be undertaken without prior approval of those changes by the City.

Yes No Abstain Absent

Battcher
Carlson
Deno
Grabitske
Halverson
Nuesse
Vacant

Adopted by the Planning Commission of the City of Arlington on this 30th day of December 2019.

Signed: _____
Chairperson Dwight Grabitske

Attested: _____
Planning/Zoning Adm. Amy Newsom

Whereupon the resolution was declared duly passed and executed.



**ARLINGTON PLANNING & ZONING BOARD
SPECIAL MEETING MINUTES**

December 30, 2019

1. Call to Order

The meeting was called to order at 7:00 p.m. by Councilmember Michelle Battcher. All stood for the Pledge of Allegiance.

2. Attendance

Members Present: Janet Deno, James Carlson, Councilmember Michelle Battcher.

Members Absent: Dwight Grabitske, Darnell Halverson, Jennifer Nuesse

Staff Present: Amy Newsom – Community Development Director

Guests Present: Mayor Rich Nagel, Peter and Shannon Weber

3. Approval of Agenda

Battcher introduced the agenda, no changes were requested.

Consensus of the Commission to approve the agenda.

4. Approval of Meeting Minutes

Battcher introduced the minutes from November 7.

A. November 7, 2019.

Consensus of the Commission to approve the minutes.

5. Public Hearings

A. Conditional Use Permit: Veterinary Clinic/Hospital in the B-2 Central Business District – Lyle Braun, Minnesota Valley Vet Services -402 West Alden Street

Councilmember Battcher opened the public hearing at 7:02 pm and asked Newsom to provide background on the request.

Newsom reviewed the request from Minnesota Valley Vet to move their veterinary clinic into the former Arlington Enterprise building located at 402 West Alden Street. Newsom stated that the veterinary clinic is allowed in the B-2 Central Business District with a conditional use permit. Zoning ordinance Section 8, sub 3 provides uses by Conditional Use Permit including B. any of the uses in Section 7 sub 2. S. pet and animal hospitals. Zoning Ordinance Section 8 sub 4 and 5 state height and yard regulations while B. states that they must provide off-street parking and loading if required.

Newsom asked Lyle Braun to share more information about the Veterinary Clinic's plans. Braun stated that he has plans to build an accessory building in the future and had already spoken to Cynthia Smith-Strack about the project and Strack advised him on setbacks. Commissioner Deno asked about large animals in the building. Braun responded that there may be large animals through the back door, but small ones will enter through the front. All animals will be leashed.

Peter Weber was in the audience and spoke up that he was concerned about privacy, animals on their property and noise. Braun explained that all animals are leashed, and they do not board animals so there will be no animals in the clinic overnight. Commissioner Deno spoke up and stated that she lives near the current clinic location and has had no issues with the clinic stating that if the animals are out the staff always clean up after them.

Braun and the Weber's discussed putting up a fence or some type of barrier between the southwest corner of the veterinary clinic and the Weber property to ensure privacy for the Weber property. It was agreed that Minnesota Valley Vet Services will plant a hedge this spring on the southwest side of their property leaving enough room for the veterinary clinic to maintain the hedge on both sides of the property.

Commissioner Carlson asked about odor, sound and people. Braun stated that the animals are picked up after, Deno reiterated that she has lived near the clinic many years and has not had an issue. Braun stated that the clinic does not board animals overnight and that the hours will be 8 am to 5 pm with most people coming in the front door.

Carlson also asked about parking, Braun stated that there is adequate parking around the building and that even if they put up a garage there will

be enough off-street parking for staff. Carlson questioned putting up no parking signs in front of the Weber property, but the Committee felt that it was a public street and they could not do that. Braun stated that there are three parking spots on the east side of the building.

Newsom noted that she did not receive any written or telephone comments regarding the conditional use permit or the public hearing.

Consensus of the committee to close the public hearing at 7:20 p.m.

Newsom reviewed the CUP criteria and recommendations included in the packet.

Newsom noted the Commission could not deny a conditional use permit unless conditions under which it was to be issued were not met. The Commission could, however, recommend conditions be placed on the proposed activity.

Consensus of the Commission to approve the Conditional Use Permit and forward their recommendation on to Council with one condition.

1. Minnesota Valley Vet Services to plant a hedge of their choosing on the southwest side of their property in the spring of 2020.

Battcher informed the Applicant the City Council would act on the request on January 6, 2020.

6. New Business.

None

7. Unfinished Business

A. Proposed Ordinance Establishing the B-3 Commercial/Industrial District

The Committee updated Newsom on their past work on the B-3 district stating that they were preparing for a business, wanting to proactive. Newsom recommended considering modifying an existing zoning district if the need arises rather than creating a new one and offered to share the information she received at training with the committee. The Committee will revisit this again at the next meeting.

8. Review Building Permit Reports

- A. October
- B. November

Commissioner Carlson inquired about Sjostrum and S&F Enterprises, LLP. Newsom explained that they were in the former TSE admin building. Commission accepted the reports.

9. Commission would like to review the language of the Zoning Ordinance in 2020, update the zoning applications to make them easier for people to understand and investigate online building and zoning permits.

10. Consensus of the Commission to adjourn at 8:00 pm.

PZ Adm. Amy Newsom

Councilmember Michelle Battcher

DEVELOPMENT AGREEMENT

The Arlington Economic Development Authority, an agency of the City of Arlington, a Minnesota municipal corporation, hereafter "City" and Hemp Heaven, LLC, a Wisconsin Limited Liability Company, hereafter "Buyer", hereby agree as follows:

1. City has agreed to sell to Buyer the following described real estate, hereafter "Premises":

Part of the NW 1/4 of Section 16, Township 113 North, Range 27 West, Sibley County, Minnesota, described as follows: Beginning at the northeast corner of said NW 1/4 of Section 16; thence on an assumed bearing of South 00 degrees 14 minutes 21 seconds west along the east line of said NW 1/4, a distance of 866.40 feet; thence South 89 degrees 36 minutes 32 seconds west 869.89 feet; thence South 00 degrees 14 minutes 21 seconds west 94.78 feet; thence South 89 degrees 36 minutes 32 seconds west 307.57 feet; thence North 00 degrees 14 minutes 21 seconds east 928.03 feet to the northerly right-of-way of Minnesota Trunk Highway Number 5; thence North 57 degrees 39 minutes 01 seconds east along said northerly right-of-way line 43.20 feet to the north line of said NW 1/4; thence North 89 degrees 05 minutes 33 seconds east along said north line 1141.22 feet, to the point of beginning, and excepting therefrom the existing railroad right-of-way contained therein.

2. Consideration for this purchase is \$1.00, and the agreement of Buyer that Buyer will begin construction of business buildings, to include 10 greenhouses and/or processing facilities in two phases, with the end of the first phase resulting in the construction and concrete work necessary to construct four of the 10 buildings, adding no less than \$200,000 in value to the Premises, and the second phase resulting in the construction and concrete work necessary to complete the remaining 6 buildings, adding no less than an additional \$200,000 in value to the Premises. Construction must begin within 180 days after title to the above described Premises has been transferred to buyer. It is the understanding and intent of this agreement that Buyer is constructing said buildings in order to provide a place of operation for buyer's hemp growing and processing business.
3. The construction required in paragraph 2 above for the described first phase shall be completed no later than December 31, 2020. The second phase of construction as described above shall be completed no later than December 31, 2021.

4. If Buyer does not begin construction of the business building on the Premises within 180 days after the Premises purchase has been closed, then at the option of the City, the City can require Buyer to deed back the property to the City for \$1.00.
5. As further consideration for this purchase, Buyer agrees that Buyer shall employ at least 15 full time equivalent employees working primarily on the Premises, no later than January 1, 2022. Upon sufficient showing of the hiring of 15 full time equivalent employees by the Buyer, the City shall record partial satisfaction releasing Buyer from this obligation. If this condition is not fulfilled, then at the option of the City, the City can require Buyer to pay an amended purchase price, which will be Market Rate Value, in accordance with the City's development land sale policy as adopted by the City Council on May 21, 2018, a copy of which is attached to this agreement. For purposes of this Agreement, the Sibley County Assessor's estimated market value for 2020 will be considered the "Market Rate Value" as set out in said development land sale policy. Such amended purchase price shall be paid by Buyer to the City within 30 days after written demand by the City for such payment, following the failure of Buyer to meet the employment goals as set out in this paragraph.
6. Municipal sewer and water service are not available to the Premises at this time. As further consideration for this agreement, the City of Arlington will undertake construction of city sewer and water service infrastructure to the Premises at the Buyer's cost, upon receiving written notice to proceed from Buyer. Buyer shall provide seller with appropriate permanent easements to allow the placement of such utility infrastructure on the Premises. If Buyer fails to construct a business building on the Premises as set out in this agreement, Buyer agrees to reimburse the City for the cost of installation of said sewer and water service line extensions to the Premises, within 60 days after written demand by the City for such payment.
7. Buyer's operation of the business on the Premises shall at all times comply with government regulations, to include, but not limited to, sound suppression, particulate emissions control, odor control, and waste disposal standards.
8. Buyer shall undertake platting of the property to accommodate Buyer's development of the property, at Buyer's cost. Said platting shall allow for future north/south and east/west city street access through the property acceptable to the city.
9. The City will support the efforts of Buyer to secure financing for construction and equipping of this project to include possible available public sector financing. The City will make available its financial advisor and city staff to aid in such applications.

Dated: December 31, 2019

For City of Arlington Economic
Development Authority:

By Dean Bergersen
Its Chairman

By Amy Newsom
Its Director

For Hemp Heaven, LLC:

Derrick Bushman
Its Member

STATE OF MINNESOTA
COUNTY OF SIBLEY

The foregoing instrument was acknowledged before me on _____, 2019, by Dean Bergersen, Chairman, and Amy Newsom, Director, on behalf of the Arlington Economic Development Authority, an agency of the City of Arlington, a Minnesota municipal corporation.

NOTARIAL STAMP

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me on _____, 2019, by Derrick Bushman, its Member, on behalf of Hemp Heaven, LLC, a Wisconsin Limited Liability Company.

NOTARIAL STAMP
THIS INSTRUMENT WAS DRAFTED BY:
Ross R. Arneson Attorney At Law, (Lic. 313X) 302 West Main, Box 529 Arlington, MN 55307 (507) 964-5753

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Commercial Buildings & Lots Policy

The City of Arlington has acquired buildings and lots for the purpose of economic development. The intention of this policy is to set the price of commercial buildings and lots. The goal of the City of Arlington is to increase the tax base for the City. It is the purpose of this policy to outline the terms and conditions of the sale of buildings and lots with an assessed value of less than \$250,000.

1. Sale of buildings and lots will be approved by the Arlington Council.
2. Commercial Buildings and Lots will be sold for \$1 per lot when the business meets the following criteria:
 - A. Will create at least 15 full-time equivalent (FTE) positions based in the City of Arlington.
3. Commercial Buildings and Lots will be sold for \$5,000 when the business meets the following criteria:
 - A. Will create at least 10 full-time equivalent (FTE) positions.
4. Commercial Buildings and Lots will be sold for \$10,000 when the business meets the following criteria:
 - A. Will create at least 5 full-time equivalent (FTE) positions.
5. If a lot(s) is purchased for \$1 or \$10,000 and construction is not started within 180 days of closing, the lot(s) will be returned to the City of Arlington. Purchase price will be refunded, minus closing costs.
6. Commercial Buildings and Lots that do not meet any of the above criteria will be sold at the Market Rate Value.
7. Closing will occur within 4 months of signing the purchase agreement.
8. A Development Agreement must be approved by City Council and both parties must adhere to the terms of the agreement.



Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION 9-2020

A RESOLUTION APPOINTING A NEW MEMBER TO THE ARLINGTON CITY COUNCIL

WHEREAS, a vacancy exists on the Arlington City Council due to the resignation of Council Member Cowell, said resignation given by Council Member Cowell effective December 9, 2019;

WHEREAS, pursuant to City Council Resolution 72-2019, the resignation of Council Member Cowell has been accepted by the City Council and a vacancy has been declared as of December 16, 2019;

WHEREAS, Rick Amrhein is an individual eligible and well-qualified to fill the office of Arlington City Council Member until the completion of the existing term;

WHEREAS, Chapter 3, Section 13 of the Arlington City Charter allows for a vacancy to be filled for the unexpired terms of such official by resolution of the Council:

NOW THEREFORE BE IT RESOLVED, that the City Council of Arlington hereby appoints Rick Amrhein as a member of the Arlington City Council to serve in such office until the completion of former Council member Adam Cowell's term.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon poll being taken thereon the following voted in favor thereof: _____ and the following were absent: _____.

The foregoing resolution was adopted by the City Council of the City of Arlington this 6th day of January, 2020.

Signed: _____
Mayor

Attest: _____
City Administrator

Whereupon the resolution was declared duly passed and adopted and was signed by the Mayor whose signature was attested by the City Administrator.

**LETTER OF UNDERSTANDING
REGARDING AMBULANCE SERVICES**

This letter of understanding (the “**Agreement**”) is dated effective January 5, 2020 and is between Ridgeview Medical Center, a Minnesota nonprofit corporation (“**RMC**”), the City of Gaylord, a Minnesota municipal corporation (“**Gaylord**”) and the City of Arlington, a Minnesota municipal corporation (“**Arlington**”).

Recitals

- A. Gaylord holds a license issued by the Minnesota Emergency Medical Services Regulatory Board (the “**EMSRB**”) to provide emergency medical services. Gaylord and RMC previously entered into a Letter of Understanding (the “**Gaylord LOU**”) pursuant to which Gaylord retained RMC to provide certain paramedic and ambulance management services.
- B. Arlington holds a license issued by the EMSRB to provide emergency medical services. Arlington and RMC previously entered into a Letter of Understanding (the “**Arlington LOU**”) pursuant to which Arlington retained RMC to provide certain paramedic and ambulance management services.
- C. The Cities now desire to suspend their respective Letters of Understanding with RMC effective January 5, 2020 and replace them with this Agreement.
- D. For purposes of this Agreement, the following terms shall have the meanings given them below:

“**Ambulance Services**” means, collectively, the ambulance services operated by Gaylord and Arlington.

“**Cities**” means, collectively, Gaylord and Arlington and “**City**” means either such city individually.

Terms

It is agreed as follows:

- 1. **Recitals.** The above recitals are incorporate as terms of this Agreement.
- 2. **Suspension of Existing LOUs.** Gaylord and RMC agree the rights and obligations of the parties under the Gaylord LOU will be suspended effective 6:00 hours, January 5, 2020; provided, however, Gaylord shall remain liable for all outstanding invoices and sums due under the Gaylord LOU. Arlington and RMC agree the rights and obligations of the parties under the Arlington LOU will be suspended effective 6:00 hours, January 5, 2020; provided, however,

Arlington shall remain liable for all outstanding invoices and sums due under the Arlington LOU. If the term of this Agreement expires or is terminated for any reason, the Gaylord LOU and the Arlington LOU shall automatically be reinstated under the same terms and conditions, except the term of each such letter of intent shall run for a period of 12 months from the date the reinstatement occurs.

3. **Term.** The term of this Agreement shall commence at 6:00 hours, January 5, 2020 and expire at the end of the day, January 4, 2021, unless sooner terminated pursuant to the provisions of this Agreement. Any party to this Agreement may terminate the Agreement, without cause, by providing written notice of termination to the other parties not less than 90 days prior to the desired termination date, which shall be stated in the termination notice.

4. **Paramedic Services.** RMC shall provide paramedic services to the Cities as follows:

a. RMC shall provide one paramedic, selected by RMC from time to time, to staff the ambulance services of both Cities, on a combined basis, 12 hours per day, seven days per week. The ambulance manager described in Section 5 shall work a portion of these hours and shall also determine how the other RMC paramedic is allocated between the ambulance services.

b. If the Cities request additional paramedic coverage, RMC shall make a good faith effort to provide such coverage using RMC personnel. RMC, however, shall not be liable for any failure to provide additional coverage and any such failure shall not be deemed a breach of this Agreement.

c. Each paramedic provided by RMC shall have appropriate licenses and training.

d. If a RMC paramedic is unavailable to serve under the terms of this Agreement, either temporarily due to vacation, sickness or other reason, or permanently due to resignation or other reason, then RMC shall supply an appropriate replacement as soon as reasonably possible. Any gap in coverage shall not be deemed a breach of this Agreement.

5. **Management Services.** RMC shall provide an additional 4 hours of ambulance management services per week, aggregate, to the Cities using qualified personnel selected by RMC (i.e., 4 hours of management services will be provided for both ambulance services, combined). The scope of such management services shall be limited to assisting each of the Cities with its license renewals, MNSTAR data requirements, preparation of billing, quality assurance reviews, planning of training requirements and orientating new staff.

6. **Chase Vehicle.** RMC shall provide a properly equipped chase vehicle for the RMC paramedic to use for ambulance calls. Such vehicle shall remain the property of RMC and shall be insured by RMC. The Cities shall reimburse RMC for the cost of automobile insurance and

pay all other costs associated with operating the chase vehicle. Further, the Cities shall provide all supplies used in conjunction with the chase vehicle.

7. **EMT Services.** The Cities may, from time to time, request RMC to provide emergency medical technician (“EMT”) services. RMC shall make a good faith effort to provide such coverage using RMC personnel. RMC, however, shall not be liable for any failure to provide EMT coverage and any such failure shall not be deemed a breach of this Agreement.

8. **Compensation.**

a. **Scheduled Paramedic Services.** RMC shall periodically invoice the City of Gaylord for all paramedic services provided under Section 4.a of this Agreement at the rate of \$35.50 per hour. This hourly payment covers RMC's direct and indirect costs for providing the scheduled paramedic services.

b. **Additional Paramedic Services.** RMC shall periodically invoice the City of Gaylord for all additional paramedic services provided under Section 4.b of this Agreement at the rate of \$39.28 per hour. This hourly payment covers RMC's direct and indirect costs for providing the additional paramedic services.

c. **Management Services.** RMC shall periodically invoice the City of Gaylord for all management services provided under this Agreement at the rate of \$41.50 per hour. This hourly payment covers RMC's direct and indirect costs for providing the management services.

d. **Chase Vehicle.** RMC shall periodically invoice the City of Gaylord for all costs incurred by RMC regarding the chase vehicle provided pursuant to Section 6 of this Agreement including, but not limited to, all costs associated with automobile insurance.

e. **EMT Services.** RMC shall periodically invoice the City of Gaylord for all EMT services provided under Section 7 of this Agreement at the rate of \$27.59 per hour. This hourly payment covers RMC's direct and indirect costs for providing the EMT services.

f. **Payment.** Gaylord shall pay each RMC invoice, in full, within 30 days of the invoice date.

g. **Reimbursement by Arlington.** After paying each RMC invoice, Gaylord shall separately invoice Arlington for one-half of the charges shown on the invoice. Arlington shall pay each Gaylord invoice, in full, within 30 days of the invoice date.

h. **Collection.** If Gaylord fails to timely pay RMC any amount due RMC or Arlington fails to timely pay Gaylord any amount due Arlington, then the party owed the past due amount may, at its option, exercise one or more of the following remedies:

i) Bring an action to collect the past due amount, in which case the partying owing the past due amount shall be liable for: i) the entire past due amount; ii) interest on the past due amount at the rate of 8% per annum from the date due until the date paid; iii) court costs; iv) attorneys fees; and v) all other costs associated with collecting the past due amount.

ii) Notwithstanding anything herein to the contrary, terminate this Agreement upon 30 day's written notice to the other parties.

i. **Compliance.** The compensation payable pursuant to this Agreement has been set in accordance with fair market value, does not take into account or reflect any volume or value of referrals between the parties, and is commercially reasonable under the circumstances.

9. **City Obligations.** Except as otherwise provided in this Agreement, each City shall provide all vehicles, equipment, ambulance station facilities, supplies, insurance, and other resources necessary or desirable to operate such City's ambulance service. Without limiting the general nature of the preceding sentence, each City shall maintain appropriate liability coverage for all ambulance activities, including all services provided by RMC pursuant to this Agreement. All such insurance shall name RMC as an additional insured.

10. **Miscellaneous.**

a. **No Partnership.** RMC is providing the services described in this Agreement as an independent contractor. Nothing in this Agreement creates a partnership or joint venture between RMC and the Cities, or either of them, nor creates an employer/employee relationship between Cities and the RMC paramedic.

b. **Records.** The City agrees that, for a period of four (4) years from the last date of any services provided hereunder, it shall make available to RMC and the authorized agents of the Secretary of Health and Human Services, this Agreement, any amendments to this Agreement, and any books, documents or records belonging to the City or any related entity that may be necessary to verify the nature and extent of any payments made to RMC hereunder. Any such access shall be in accordance with the written regulations established by the Secretary of Health and Human Services.

c. **Survival.** The provisions found in Section 7 and the last sentence of Section 8 of this Agreement shall survive any termination of this Agreement.

d. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Minnesota.

[Signature pages follow.]

SIGNATURE PAGE TO LETTER OF UNDERSTANDING REGARDING AMBULANCE SERVICES

Ridgeview Medical Center

Signature: _____

Print Name: _____

Title: _____

SIGNATURE PAGE TO LETTER OF UNDERSTANDING REGARDING AMBULANCE SERVICES

City of Gaylord

Signature: _____

Print Name: _____

Title: _____

SIGNATURE PAGE TO LETTER OF UNDERSTANDING REGARDING AMBULANCE SERVICES

City of Arlington

Signature: _____

Print Name: _____

Title: _____

[https://mhs1aw.sharepoint.com/sites/4/41909/draftdocs/ambulance agreements/gaylord and arlington/letter of intent for gaylord and arlington ambulance services 12-28-2020.docx](https://mhs1aw.sharepoint.com/sites/4/41909/draftdocs/ambulance%20agreements/gaylord%20and%20arlington/letter%20of%20intent%20for%20gaylord%20and%20arlington%20ambulance%20services%2012-28-2020.docx)

BID FOR CITY RECYCLING FOR 2020Company Name: RENVILLE SIBLEY SANITATION LLCAddress: P. O. BOX 296, GIBBON MN 55335Business Phone: 507 834 6168 Fax Number: N/AContact Person & Phone Number: BRUCE A. PRIGGE 507 834 6168Email: rssbandit@gmail.com

The City of Arlington has been hosting a Recycling Day program for a number of years for its residents. The City contracts with a solid waste collection company to place recycling container(s)*truck in the Municipal Parking Lot on West Main Street so residents may dispose of their recyclables. In 2016, the City changed their recycling program to a half day twice a month, on the second (2nd) and fourth (4th) Saturday mornings from 8 AM to 11 AM and supervised (by waste collection company staff member{s}).

*Container(s)/recycling truck should:

- a) Restrict items from being blown around; and
- b) Hold up to 60 yards {i.e. two (2) 30-yd or three (3) 20-yd; or one recycling truck itself}, either in comingled or separated containers for the following materials: *tin/aluminum, plastic, glass, paper, cardboard; and*
- c) Supervised.

If this is a service your company can or would like to provide, please complete and return this form to the City of Arlington.

Number and size of Container(s)/Truck one 30yd TruckPrice (per week) \$ 254.00
(include tax, fuel surcharge, delivery/pickup charge)12/27/19
Date of Application
Signature of Applicant_____
Date Council Approved_____
MayorPermit Duration: _____
(mm/dd/yr - mm/dd/yr)_____
City Administrator

BIDS FOR CITY CONTRACT FOR WASTE COLLECTION FOR 2020

COMPANY NAME: RENVILLE SIBLEY SANITATION LLL
 ADDRESS: P.O. BOX 296, GIBBON MN 55335
 BUSINESS PHONE: 507 834 6168 FAX NUMBER: N/A
 CONTACT PERSON & PHONE NUMBER: BRUCE A. PRIGGE
 EMAIL: rssbandit@gmail.com

Please submit your quote for providing collection services for the various buildings and parks within the City of Arlington (include tax & fuel surcharge, delivery/pickup fees-if any):

	<u>Location</u>	<u>Price (per week)</u>
1.	Community Center, 204 Shamrock Drive [1] 6-yard dumpster, weekly [1] recycling container, weekly	\$ <u>16.00</u>
		\$ <u>0.875</u>
2.	Lions Center Building, Four Seasons Park [1] 2-yard dumpster, weekly	\$ <u>8.20</u>
3.	Maintenance Building (Shop), East Main Street [1] 2-yard dumpster, weekly	\$ <u>8.20</u>
4.	Wastewater Plant, 610 Freedom Drive [1] 2-yard dumpster, weekly	\$ <u>8.20</u>
5.	Police Department, 108 4 th Ave. NW & Public Safety Building, 110 4 th Ave. NW & Ambulance Service, 312 W. Alden Street [1] 90-gallon container, weekly	\$ <u>2.25</u>
6.	Library, 321 West Main Street [1] 60-gallon container, weekly	\$ <u>2.20</u>
7.	Fire Hall, 310 West Alden Street [1] 60-gallon container, weekly	\$ <u>2.20</u>
8.	Frenzel Park, West Baker Street [1] 90-gallon container, (will call as needed)	\$ <u>2.25</u>
9.	Fairview Park, 7 th Avenue NW (Behind Hospital) [2] 90-gallon containers, (will call as needed)	\$ <u>4.50</u>
10.	Sportsman's Park, 387 th Ave [1] 90-gallon container, (will call as needed)	\$ <u>2.90</u>

12/27/19
 Date of Application

Prigge
 Signature of Applicant

 Date Council Approved

 Mayor

Permit Duration: _____
 (mm/dd/yr - mm/dd/yr)

 City Administrator

BIDS FOR CITY CONTRACT FOR WASTE COLLECTION FOR 2020

COMPANY NAME: Waste Management of Minnesota Inc.

ADDRESS: 490 Industrial Blvd, Winsted MN 56396

BUSINESS PHONE: 320-258-3943 FAX NUMBER: 320-253-6738

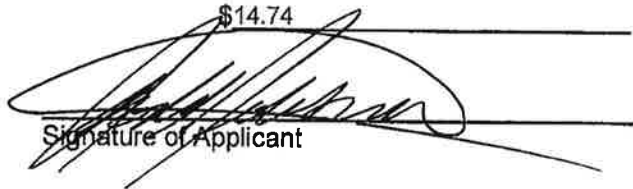
CONTACT PERSON & PHONE NUMBER: Todd Johnson 320-290-7804

EMAIL: tjohns10@wm.com

Please submit your quote for providing collection services for the various buildings and parks within the City of Arlington (include tax & fuel surcharge, delivery/pickup fees-if any):

<u>Location</u>	<u>Price (per week)</u>
1. Community Center, 204 Shamrock Drive [1] 6-yard dumpster, weekly [1] recycling container, weekly	\$ 33.64 \$ N/A
2. Lions Center Building, Four Seasons Park [1] 2-yard dumpster, weekly	\$10.96
3. Maintenance Building (Shop), East Main Street [1] 2-yard dumpster, weekly	\$10.96
4. Wastewater Plant, 610 Freedom Drive [1] 2-yard dumpster, weekly	\$10.96
5. Police Department, 108 4 th Ave. NW & Public Safety Building, 110 4 th Ave. NW & Ambulance Service, 312 W. Alden Street [1] 90-gallon container, weekly	\$ 3.40
6. Library, 321 West Main Street [1] 60-gallon container, weekly	\$ 3.40
7. Fire Hall, 310 West Alden Street [1] 60-gallon container, weekly	\$ 3.40
8. Frenzel Park, West Baker Street [1] 90-gallon container, (will call as needed)	\$14.74
9. Fairview Park, 7 th Avenue NW (Behind Hospital) [2] 90-gallon containers, (will call as needed)	\$ 26.21
10. Sportsman's Park, 387 th Ave [1] 90-gallon container, (will call as needed)	\$14.74

Date of Application



Signature of Applicant

Date Council Approved

Mayor

Permit Duration: _____
(mm/dd/yr - mm/dd/yr)

City Administrator



Policy regarding alcohol left at the Arlington Community Center

Alcohol will not be allowed to be stored at the Arlington Community Center. If a vendor provides alcohol for an event at the Arlington Community Center, they must remove all alcohol from the building at the end of the event. Any alcohol left on the premises will be properly disposed of.

This policy is effective beginning January 6, 2020

m DEPARTMENT OF
NATURAL RESOURCES

Division of Ecological and Water Resources
1400 E Lyon
Marshall, MN 56258

December 12, 2019

Pat Melvin, City Administrator
City of Arlington
204 Shamrock Drive
Arlington, MN 55307

Subject: 2016 Water Supply Plan Approval, City of Arlington, Sibley County

Dear Mr. Melvin,

Our office has completed the review of your water supply plan for the public water supply authorized under DNR Water Appropriation Permit No. 1975-4242. I am pleased to inform you that in accordance with Minnesota Statutes, Section 103G.291, Subdivision 3, and on behalf of the Commissioner of the Department of Natural Resources, I hereby **approve your water supply plan**. We encourage cities to complete the attached "Certificate of Adoption" form. Please upload the form to the Minnesota DNR Permitting and Reporting System (MPARS) as soon as the city officially adopts the plan.

The DNR also encourages the city to educate its customers on how they can reduce household water use. As mentioned at the water supply planning workshops, the DNR will be contacting you periodically regarding the progress the city has made on their water conservation goals. We encourage you to keep records of your success.

For future consideration, we recommend the city continue to require static and pumping water level readings for each production well during the annual pump performance inspection. Monthly measurements are preferred and should also be considered. Older inspections did not include any readings, which is unacceptable.

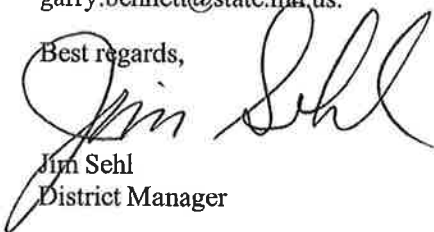
In addition, the city should begin to measure or estimate water used for backwashing, hydrant flushing, and other city utility purposes, as these are considered "Water Supplier Services" and may be used when calculating "Percent Unmetered/Unaccounted" water use. Doing so should lower this value.

Appendix 7 of your plan includes several draft resolutions pertaining to critical water deficiency restrictions/official controls. We recommend the city consider adopting such an ordinance.

Lastly, it is our understanding that Well #3 is no longer owned or used by the city for municipal water production. Therefore, please be advised that we intend to administratively remove this installation from your permit.

Thank you for your efforts in planning for the future of the City of Arlington's water supply and for conserving the water resources of the State of Minnesota. If you have any questions or need additional assistance with the city's water appropriation permit, please contact Area Hydrologist Garry Bennett at (320) 234-2550, ext. 230 or garry.bennett@state.mn.us.

Best regards,



Jim Sehl
District Manager

Enclosure: Certification of Adoption

cc: Robert Collett, DNR Regional Manager
Carmelita Nelson, DNR Water Conservation Consultant

**CERTIFICATION OF ADOPTION
WATER SUPPLY PLAN**

City or Water System Name:

Name of Person Authorized to Sign Certification on Behalf of the System:

Title:

Address:

Telephone:

Fax:

E-mail:

I certify that the Water Supply Plan approved by the Department of Natural Resources has been adopted by the city council or utility board that has authority over water supply services.

Signed:

Date:



Local Water Supply Plan 2016 - 2026

Approved: October 30, 2019

Formerly called Water Emergency & Water Conservation Plan



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DEPARTMENT OF NATURAL RESOURCES – DIVISION OF ECOLOGICAL AND WATER RESOURCES AND METROPOLITAN COUNCIL

INTRODUCTION TO WATER SUPPLY PLANS (WSP)

Who needs to complete a Water Supply Plan

Public water suppliers serving more than 1,000 people, large private water suppliers in designated Groundwater Management Areas, and all water suppliers in the Twin Cities metropolitan area are required to prepare and submit a water supply plan.

The goal of the WSP is to help water suppliers: 1) implement long term water sustainability and conservation measures; and 2) develop critical emergency preparedness measures. Your community needs to know what measures will be implemented in case of a water crisis. A lot of emergencies can be avoided or mitigated if long term sustainability measures are implemented.

Groundwater Management Areas (GWMA)

The DNR has designated three areas of the state as Groundwater Management Areas (GWMAs) to focus groundwater management efforts in specific geographies where there is an added risk of overuse or water quality degradation. A plan directing the DNR's actions within each GWMA has been prepared. Although there are no specific additional requirements with respect to the water supply planning for communities within designated GWMAs, communities should be aware of the issues and actions planned if they are within the boundary of one of the GWMAs. The three GWMAs are the North and East Metro GWMA (Twin Cities Metro), the Bonanza Valley GWMA and the Straight River GWMA (near Park Rapids). Additional information and maps are included in the [DNR Groundwater Management Areas webpage](#).

Benefits of completing a WSP

Completing a WSP using this template, fulfills a water supplier's statutory obligations under M.S. [M.S.103G.291](#) to complete a water supply plan. For water suppliers in the metropolitan area, the WSP will help local governmental units to fulfill their requirements under M.S. 473.859 to complete a local comprehensive plan. Additional benefits of completing WSP template:

- The standardized format allows for quicker and easier review and approval
- Help water suppliers prepare for droughts and water emergencies.
- Create eligibility for funding requests to the Minnesota Department of Health (MDH) for the Drinking Water Revolving Fund.
- Allow water suppliers to submit requests for new wells or expanded capacity of existing wells.
- Simplify the development of county comprehensive water plans and watershed plans.
- Fulfill the contingency plan provisions required in the MDH wellhead protection and surface water protection plans.
- Fulfill the demand reduction requirements of Minnesota Statutes, section 103G.291 subd 3 and 4.

- Upon implementation, contribute to maintaining aquifer levels, reducing potential well interference and water use conflicts, and reducing the need to drill new wells or expand system capacity.
- Enable DNR to compile and analyze water use and conservation data to help guide decisions.
- Conserve Minnesota's water resources

If your community needs assistance completing the Water Supply Plan, assistance is available from your area hydrologist or groundwater specialist, the MN Rural Waters Association circuit rider program, or in the metropolitan area from Metropolitan Council staff. Many private consultants are also available.

WSP Approval Process

10 Basic Steps for completing a 10-Year Water Supply Plan

1. Download the DNR/Metropolitan Council Water Supply Plan Template from the [DNR Water Supply Plan webpage](#).
2. Save the document with a file name with this naming convention:
WSP_cityname_permitnumber_date.doc.
3. The template is a form that should be completed electronically.
4. Compile the required water use data (Part 1) and emergency procedures information (Part 2)
5. The Water Conservation section (Part 3) may need discussion with the water department, council, or planning commission, if your community does not already have an active water conservation program.
6. Communities in the seven-county Twin Cities metropolitan area should complete all the information discussed in Part 4. The Metropolitan Council has additional guidance information on their [Water Supply webpage](#). All out-state water suppliers **do not** need to complete the content addressed in Part 4.
7. Use the Plan instructions and Checklist document from the [DNR Water Supply Plan webpage](#) to insure all data is complete and attachments are included. This will allow for a quicker approval process.
8. Plans should be submitted electronically using the [MPARS website](#) – no paper documents are required.
9. DNR hydrologist will review plans (in cooperation with Metropolitan Council in Metro area) and approve the plan or make recommendations.
10. Once approved, communities should complete a Certification of Adoption form, and send a copy to the DNR.

Complete Table 1 with information about the public water supply system covered by this WSP.

Table 1. General information regarding this WSP

Requested Information	Description
DNR Water Appropriation Permit Number(s)	1975-4242
Ownership	<input checked="" type="checkbox"/> Public or <input type="checkbox"/> Private
Metropolitan Council Area	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> No (and county name) Sibley
Street Address	204 Shamrock Drive
City, State, Zip	Arlington, MN 55307
Contact Person Name	Lee Ortloff
Title	Lead Operator
Phone Number	612.636.2434
MDH Supplier Classification	Municipal

PART 1. WATER SUPPLY SYSTEM DESCRIPTION AND EVALUATION

The first step in any water supply analysis is to assess the current status of demand and availability. Information summarized in Part 1 can be used to develop Emergency Preparedness Procedures (Part 2) and the Water Conservation Plan (Part 3). This data is also needed to track progress for water efficiency measures.

A. Analysis of Water Demand

Complete Table 2 showing the past 10 years of water demand data.

- Some of this information may be in your Wellhead Protection Plan.
- If you do not have this information, do your best, call your engineer for assistance or if necessary leave blank.

If your customer categories are different than the ones listed in Table 2, please describe the differences below:

Unaccounted includes loss from water main breaks. The method estimating and recording losses from breaks will be improved going forward so that the events do not skew the overall data. The City of Arlington averages approximately 10 water main breaks per year.

Table 2. Historic water demand (see definitions in the [glossary](#) after Part 4 of this template)

Year	Pop. Served	Total Connections	Residential Water Delivered (MG)	C/I/I Water Delivered (MG)	Water used for Non-essential	Wholesale Deliveries (MG)	Total Water Delivered (MG)	Total Water Pumped (MG)	Water Supplier Services	Percent Unmetered/Unaccounted	Average Daily Demand (MGD)	Max. Daily Demand (MGD)	Date of Max. Demand	Residential Per Capita Demand (GPCD)	Total per capita Demand (GPCD)
2006	2048	856	43,528	19,703	40,246	0	103,477	129,183	0	19.6	.354	1,238	9/6/2006	58	173
2007	2048	866	45,111	16,372	47,226	0	108,708	134,541	0	19.2	.368	506	Unknown	60	179
2008	2048	865	41,076	16,992	53,224	0	127,803	145,056	5,711	19.3	.387	.993	9/9/2008	55	194
2009	2091	855	47,043	14,270	54,897	0	122,921	138,610	6,111	11.8	.380	1,131	9/16/2009	62	182
2010	2066	852	40,664	16,375	34,173	0	96,102	107,841	4,890	10.9	.295	1,046	8/10/2010	54	143
2011	2223	852	41,406	18,612	39,319	0	99,337	118,657	0	16.3	.325	.516	5/16/2011	51	146
2012	2233	852	40,881	17,970	45,414	0	104,265	120,281	0	13.3	.330	1,103	8/5/2012	50	148
2013	2233	852	40,574	16,529	46,133	0	103,236	130,800	0	17.1	.315	.894	9/21/2013	50	161
2014	2230	852	38,707	14,702	41,842	0	95,251	114,894	0	17.1	.315	.951	4/12/2014	47	141
2015	2233	851	39,037	14,323	0,020	0	57,083	74,714	3,703	23.6	.205	.844	2/2/2015	48	92
2016	2233	851	39,507	15,850	0,020	0	75,627	85,523	20,250	11.6	.243	.417	10/21/2016	48	105
Avg. 2006-2016	2154	855	41,591	16,518	35,683	0	96,401	118,191	3,697	16.7	.325	.876		53	151

MG – Million Gallons **MGD** – Million Gallons per Day **GPCD** – Gallons per Capita per Day

See [Glossary](#) for definitions. A list of [Acronyms](#) and [Initialisms](#) can be found after the Glossary.

Complete Table 3 by listing the top 10 water users by volume, from largest to smallest. For each user, include information about the category of use (residential, commercial, industrial, institutional, or wholesale), the amount of water used in gallons per year, the percent of total water delivered, and the status of water conservation measures.

Table 3. Large volume users

Customer	Use Category (Residential, Industrial, Commercial, Institutional, Wholesale)	Amount Used (Gallons per Year)	Percent of Total Annual Water Delivered	Implementing Water Conservation Measures? (Yes/No/Unknown)
1.VALENCIA ESTATES TRAILER PARK	RESIDENTIAL	5,525,500	6.46%	UNKNOWN
2.SIBLEY EAST BASEBALL/FOOTBALL FIELDS	INSTITUTIONAL	1,939,081	2.27%	UNKNOWN
3.AMBERFIELD APARTMENTS	RESIDENTIAL	1,710,700	2.00%	UNKNOWN
4.EZ WASH & STORAGE	COMMERCIAL	1,574,800	1.84%	UNKNOWN
5.GOOD SAM NURSING HOME	RESIDENTIAL	1,172,249	1.37%	UNKNOWN
6.SIBLEY EAST SCHOOL BUILDINGS	INSTITUTIONAL	880,940	1.03%	UNKNOWN
7.HIGH ISLAND APARTMENTS	RESIDENTIAL	862,665	1.01%	UNKNOWN
8.ARLINGTON COMMUNITY CENTER	COMMERCIAL	816,084	.95%	UNKNOWN
9.WASTERWATER FACILITY	WHOLESALE	719,100	.84%	UNKNOWN
10.SIBLEY COUNTY FAIRGROUNDS RACETRACK	COMMERCIAL	675,820	.79%	UNKNOWN

B. Treatment and Storage Capacity

Complete Table 4 with a description of where water is treated, the year treatment facilities were constructed, water treatment capacity, the treatment methods (i.e. chemical addition, reverse osmosis, coagulation, sedimentation, etc.) and treatment types used (i.e. fluoridation, softening, chlorination, Fe/MN removal, coagulation, etc.). Also describe the annual amount and method of disposal of treatment residuals. Add rows to the table as needed.

Table 4. Water treatment capacity and treatment processes

Treatment Site ID (Plant Name or Well ID)	Year Constructed	Treatment Capacity (GPD)	Treatment Method	Treatment Type	Annual Volume of Residuals	Disposal Process for Residuals	Do You Reclaim Filter Backwash Water?
WTP	1996	1,080,000	Aeration Sand Filtration	Chemical Addition	1,560,000 Gallons	Sewered to WWTP	No
Total	NA		NA	NA		NA	

Complete Table 5 with information about storage structures. Describe the type (i.e. elevated, ground, etc.), the storage capacity of each type of structure, the year each structure was constructed, and the primary material for each structure. Add rows to the table as needed.

Table 5. Storage capacity, as of the end of the last calendar year

Structure Name	Type of Storage Structure	Year Constructed	Primary Material	Storage Capacity (Gallons)
Water Tower	Elevated storage	1997	Steel	300,000
Clear Well	Ground storage	1996	Concrete	100,000
Total	NA	NA	NA	400,000

Treatment and storage capacity versus demand

It is recommended that total storage equal or exceed the average daily demand.

Discuss the difference between current storage and treatment capacity versus the water supplier's projected average water demand over the next 10 years (see Table 7 for projected water demand):

The current system has total storage of 400,000 gallons of capacity and can treat potable water at a rate of 750 GPM, which converts to 1.080 MG/day. The firm water supply will be more than adequate for the next 10 years projected population growth. The population is expected to grow by 9.4% and have a daily average use of 0.266 MG/day along with a projected maximum daily demand flow of 0.400 MG/day.

C. Water Sources

Complete Table 6 by listing all types of water sources that supply water to the system, including groundwater, surface water, interconnections with other water suppliers, or others. Provide the name of each source (aquifer name, river or lake name, name of interconnecting water supplier) and the

Minnesota unique well number or intake ID, as appropriate. Report the year the source was installed or established and the current capacity. Provide information about the depth of all wells. Describe the status of the source (active, inactive, emergency only, retail/wholesale interconnection) and if the source facilities have a dedicated emergency power source. Add rows to the table as needed for each installation.

Include copies of well records and maintenance summary for each well that has occurred since your last approved plan in **Appendix 1**.

Table 6. Water sources and status

Resource Type (Groundwater, Surface water, Interconnection)	Resource Name	MN Unique Well # or Intake ID	Year Installed	Capacity (Gallons per Minute)	Well Depth (Feet)	Status of Normal and Emergency Operations (active, inactive, emergency only, retail/wholesale interconnection)	Does this Source have a Dedicated Emergency Power Source? (Yes or No)
Ground Water	Well 2 (Eau Claire-Mt Simon)	217801	1938	800	732	Active	Yes
Ground Water	Well 3 (Mt Simon)	411215	1985	1000	685	Inactive	No
Ground Water	Well 4 (Mt Simon)	625261	1999	800	690	Active	Yes

Limits on Emergency Interconnections

Discuss any limitations on the use of the water sources (e.g. not to be operated simultaneously, limitations due to blending, aquifer recovery issues etc.) and the use of interconnections, including capacity limits or timing constraints (i.e. only 200 gallons per minute are available from the City of Prior Lake, and it is estimated to take 6 hours to establish the emergency connection). If there are no limitations, list none.

None

D. Future Demand Projections – Key Metropolitan Council Benchmark

Water Use Trends

Use the data in Table 2 to describe trends in 1) population served; 2) total per capita water demand; 3) average daily demand; 4) maximum daily demand. Then explain the causes for upward or downward trends. For example, over the ten years has the average daily demand trended up or down? Why is this occurring?

From 2007-2017 the population of Arlington increased by a total of 8.3%. The increase in population is tied directly to a similar increase in the number of service connections due to housing development. In a comparison between residential and commercial/industrial water sales, the highest water sales come from the residential users at 65% of total water sales. During this same period, the residential gallons per capita/per day remained relatively stable. This indicates that this customer category was not significantly affected by changes in weather. The volume of water sold to commercial/industrial users has remained relatively the same when comparing the first 5 years of

data to the last 5 years. The percent unmetered/unaccounted for appears to have a heavy influence on the total water pumped. There is a clear correlation between the spikes in unmetered/unaccounted for water and the total water pumped. The data indicates that water pumping could be significantly reduced by identifying and eliminating sources of water loss from the distribution system. Note: the unmetered/unaccounted for water data included water used by the utility for backwashing and hydrant flushing, as well as, water used by the Fire and Street Departments.

Use the water use trend information discussed above to complete Table 7 with projected annual demand for the next ten years. Communities in the seven-county Twin Cities metropolitan area must also include projections for 2030 and 2040 as part of their local comprehensive planning.

Projected demand should be consistent with trends evident in the historical data in Table 2, as discussed above. Projected demand should also reflect state demographer population projections and/or other planning projections.

Table 7. Projected annual water demand

Year	Projected Total Population	Projected Population Served	Projected Total Per Capita Water Demand (GPCD)	Projected Average Daily Demand (MGD)	Projected Maximum Daily Demand (MGD)
2016	2233	2233	48	.243	.417
2017	2256	2256	50	.245	.600
2018	2280	2280	50	.248	.615
2019	2303	2303	50	.251	.625
2020	2327	2327	50	.253	.637
2021	2350	2350	50	.256	.650
2022	2374	2374	50	.258	.665
2023	2397	2397	50	.261	.675
2024	2421	2421	50	.263	.687
2025	2444	2444	50	.266	.700

GPCD – Gallons per Capita per Day

MGD – Million Gallons per Day

Projection Method

Describe the method used to project water demand, including assumptions for population and business growth and how water conservation and efficiency programs affect projected water demand:

The population growth is based on an annual average increase over the next 10 years of 9.4%. Average day, maximum day, and projected annual demand are based on the average of the population for the next 10 years and assume additional sources of water loss, which will be identified and corrected as the population growth is incurred thereby offsetting any significant increases to demand. The increase in the population numbers were based on the City of Arlington’s Comprehensive Plan that is projected until the year 2025.

E. Resource Sustainability

Monitoring – Key DNR Benchmark

Complete Table 8 by inserting information about source water quality and quantity monitoring efforts. The list should include all production wells, observation wells, and source water intakes or reservoirs.

Groundwater level data for DNR's statewide network of observation wells are available online through the [DNR's Cooperative Groundwater Monitoring \(CGM\) webpage](#).

Table 8. Information about source water quality and quantity monitoring

MN Unique Well # or Surface Water ID	Type of monitoring point	Monitoring program	Frequency of monitoring	Monitoring Method
217801 Well 2	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input checked="" type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input checked="" type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
411215 Well 3	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input checked="" type="checkbox"/> annually	<input type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge
625261 Well 4	<input checked="" type="checkbox"/> production well <input type="checkbox"/> observation well <input type="checkbox"/> source water intake <input type="checkbox"/> source water reservoir	<input checked="" type="checkbox"/> routine MDH sampling <input checked="" type="checkbox"/> routine water utility sampling <input type="checkbox"/> other	<input type="checkbox"/> continuous <input type="checkbox"/> hourly <input checked="" type="checkbox"/> daily <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input checked="" type="checkbox"/> annually	<input checked="" type="checkbox"/> SCADA <input type="checkbox"/> grab sampling <input checked="" type="checkbox"/> steel tape <input type="checkbox"/> stream gauge

Water Level Data

A water level monitoring plan that includes monitoring locations and a schedule for water level readings must be submitted as **Appendix 2**. If one does not already exist, it needs to be prepared and submitted with the WSP. Ideally, all production and observation wells are monitored at least monthly.

Complete Table 9 to summarize water level data for each well being monitored. Provide the name of the aquifer and a brief description of how much water levels vary over the season (the difference between the highest and lowest water levels measured during the year) and the long-term trends for each well. If water levels are not measured and recorded on a routine basis, then provide the static water level when each well was constructed and the most recent water level measured during the same season the well was constructed. Also include all water level data taken during any well and pump maintenance. Add rows to the table as needed.

Groundwater hydrographs illustrate the historical record of aquifer water levels measured within a well and can indicate water level trends over time. For each well in your system, provide a hydrograph for the life of the well, or for as many years as water levels have been measured. Include the hydrographs in **Appendix 3**. An example of a hydrograph can be found on the [DNR's Groundwater Hydrograph webpage](#). Hydrographs for DNR Observation wells can be found in the [CGM](#) discussed above.

Table 9. Water level data

Unique Well Number or Well ID	Aquifer Name	Seasonal Variation (Feet)	Long-term Trend in water level data	Water level measured during well/pumping maintenance
Well 2 217801	Eau Claire-Mt. Simon	Static levels range from 145-156 feet	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:7/26/16 MM/DD/YY:8/10/15 MM/DD/YY:7/29/14
Well 3 411215	Mt. Simon	Seneca Foods has all pump inspection data	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:N/A MM/DD/YY:N/A MM/DD/YY:N/A
Well 4 625261	Mt. Simon	Static levels range from 145-156 feet	<input type="checkbox"/> Falling <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Rising	MM/DD/YY:7/26/16 MM/DD/YY:8/10/15 MM/DD/YY:7/29/14

Potential Water Supply Issues & Natural Resource Impacts – Key DNR & Metropolitan Council Benchmark

Complete Table 10 by listing the types of natural resources that are or could potentially be impacted by permitted water withdrawals in the future. You do not need to identify every single water resource in your entire community. The goal is to help you triage the most important water resources and/or the water resources that may be impacted by your water supply system – perhaps during a drought or when the population has grown significantly in ten years. This is emerging science, so do the best you can with available data. For identified resources, provide the name of specific resources that may be impacted. Identify what the greatest risks to the resource are and how the risks are being assessed. Identify any resource protection thresholds – formal or informal – that have been established to identify when actions should be taken to mitigate impacts. Provide information about the potential mitigation actions that may be taken, if a resource protection threshold is crossed. Add additional rows to the table as needed. See the glossary at the end of the template for definitions.

Some of this baseline data should have been in your earlier water supply plans or county comprehensive water plans. When filling out this table, think of what are the water supply risks, identify the resources, determine the threshold and then determine what your community will do to mitigate the impacts.

Your DNR area hydrologist is available to assist with this table.

For communities in the seven-county Twin Cities metropolitan area, the Master Water Supply Plan Appendix 1 (Water Supply Profiles), provides information about potential water supply issues and natural resource impacts for your community.

Steps for completing Table 10

1. Identify the potential for natural resource impacts/issues within the community

First, review available information to identify resources that may be impacted by the operation of your water supply system (such as pumping).

Potential Sources of Information:

- County Geologic Atlas

- Local studies
- Metropolitan Council System Statement (for metro communities)
- Metropolitan Council Master Water Supply Plan (for metro communities)

ACTION: Check the resource type(s) that may be impacted in the column “Resource Type”

2. Identify where your water supply system is most likely to impact those resources (and vice versa).

Potential Sources of Information:

- Drinking Water Supply Management Areas
- Geologic Atlas - Sensitivity
- If no WHPA or other information exists, consider rivers, lakes, wetlands and significant within 1.5 miles of wells; and calcareous fens and trout streams within 5 miles of wells

ACTION: Focus the rest of your work in these areas.

3. Within focus areas, identify specific features of value to the community

You know your community best. What resources are important to pay attention to? It may be useful to check in with your community’s planning and zoning staff and others.

Potential Sources of Information:

- Park plans
- Local studies
- Natural resource inventories
- Tourist attractions/recreational areas/valued community resource

ACTION: Identify specific features that the community prioritizes in the “Resource Name” column (for example: North Lake, Long River, Brook Trout Stream, or Green Fen). If, based on a review of available information, no features are likely to be at risk, note “None”.

4. Identify what impact(s) the resource is at risk for

Potential Sources of Information:

- Wellhead Protection Plan
- Water Appropriation Permit
- County Geologic Atlas
- MDH or PCA reports of the area
- Metropolitan Council System Statement (for metro communities)
- Metropolitan Council Master Water Supply Plan (for metro communities)

ACTION: Check the risk type in the column “Risk”. If, based on a review of available information, no risk is identified, note “None anticipated”.

5. Describe how the risk was assessed

Potential Sources of Information:

- Local studies
- Monitoring data (community, WMO, DNR, etc.)
- Aquifer testing

- County Geologic Atlas or other hydrogeologic studies
- Regional or state studies, such as DNR's report 'Definitions and Thresholds for Negative Impacts to Surface Waters'
- Well boring logs

ACTION: Identify the method(s) used to identify the risk to the resource in the "Risk Assessed Through" column

6. Describe protection threshold/goals

What is the goal, if any, for protecting these resources? For example, is there a lower limit on acceptable flow in a river or stream? Water quality outside of an accepted range? A lower limit on acceptable aquifer level decline at one or more monitoring wells? Withdrawals that exceed some percent of the total amount available from a source? Or a lower limit on acceptable changes to a protected habitat?

Potential Sources of Information:

- County Comprehensive Water Plans
- Watershed Plans or One Watershed/One Plan
- Groundwater or Aquifer Plans
- Metropolitan Master Plans
- DNR Thresholds study
- Community parks, open space, and natural resource plans

ACTION: Describe resource protection goals in the "Describe Resource Protection Threshold" column or reference an existing plan/document/webpage

7. If a goal/threshold should trigger action, describe the plan that will be implemented.

Identify specific action, mitigation measures or management plan that the water supplier will implement, or refer to a partner's plan that includes actions to be taken.

Potential Sources of Information:

- County Comprehensive Water Plans
- Watershed Plans or One Watershed/One Plan
- Groundwater or Aquifer Plans
- Metropolitan Master Plans
- Studies such as DNR Thresholds study

ACTION: Describe the mitigation measure or management plan in the "Mitigation Measure or Management Plan" column.

8. Describe work to evaluate these risks going forward.

For example, what is the plan to regularly check in to stay current on plans or new data?

Identify specific action that the water supplier will take to identify the creation of or change to goals/thresholds, or refer to a partner's plan that includes actions to be taken.

Potential Sources of Information:

- County Comprehensive Water Plans
- Watershed Plans or One Watershed/One Plan
- Groundwater or Aquifer Plans
- Metropolitan Master Plans
- Studies such as DNR Thresholds study

ACTION: Describe what will be done to evaluate risks going forward, including any changes to goals or protection thresholds in the “Describe how Changes to Goals are monitored” column.

Table 10. Natural resource impacts (*List specific resources in Appendix 12)

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input checked="" type="checkbox"/> River or stream (w/in 5 miles of wellhead)	High Island Creek, County Ditch 50, County Ditch 59, Rush River, High Island Ditch, and Buffalo Creek	<input checked="" type="checkbox"/> None anticipated <input checked="" type="checkbox"/> (possible) Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input checked="" type="checkbox"/> Other: Aquifers are confined	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input checked="" type="checkbox"/> Other: Inferred from MDH well & boring records	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: <input type="checkbox"/> No data available <input checked="" type="checkbox"/> Other: State Law established protection threshold at Q90 (i.e. 90% exceedance flow)	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input checked="" type="checkbox"/> Increase conservation <input checked="" type="checkbox"/> Other: Limited or no impact; no mitigation measure or management plan	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: <input checked="" type="checkbox"/> Other: DNR monitors stream flow on High Island Creek
<input type="checkbox"/> Calcareous fen	None located w/in 5 miles of wellhead	<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other:	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed Report <input type="checkbox"/> Proximity (<5 miles) <input type="checkbox"/> Other: <input type="checkbox"/> Other:	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: <input type="checkbox"/> Other:	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other:	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: <input type="checkbox"/> Other:

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input checked="" type="checkbox"/> Lakes (w/in 5 miles of wellhead)	Duff Lake, Schauer Lake, Beatty Lake, Altnow Lake, Weimann Lake, Silver Lake, Curran Lake, and Severance Lake	<input checked="" type="checkbox"/> None anticipated <input checked="" type="checkbox"/> – confined aquifers <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input checked="" type="checkbox"/> Other: Inferred	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Wetlands (w/in 5 miles of wellhead)	Numerous wetlands (not individually listed here)	<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input checked="" type="checkbox"/> Other: Aquifers are confined	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (<1.5 miles) <input checked="" type="checkbox"/> Other: Inferred	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input checked="" type="checkbox"/> Other: Wetland impacts governed by Minnesota Conservation Act (WCA)	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input checked="" type="checkbox"/> Other: Limited or no impact; no mitigation measure or management plan	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____

Resource Type	Resource Name	Risk	Risk Assessed Through *	Describe Resource Protection Threshold or Goal *	Mitigation Measures or Management Plan	Describe How Thresholds or Goals are Monitored
<input type="checkbox"/> Trout stream	None located w/in 5 miles of wellhead	<input checked="" type="checkbox"/> None anticipated <input type="checkbox"/> Flow/water level decline <input type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input type="checkbox"/> Monitoring <input type="checkbox"/> Aquifer testing <input type="checkbox"/> WRAPS or other watershed report <input type="checkbox"/> Proximity (< 5 miles) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Change groundwater pumping <input type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Aquifer	Mt. Simon (CMTS) QBAA	<input checked="" type="checkbox"/> None anticipated <input checked="" type="checkbox"/> (possible) Flow/water level decline <input checked="" type="checkbox"/> Degrading water quality trends <input type="checkbox"/> Impacts on endangered, threatened, or special concern species habitat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Geologic atlas or other mapping <input type="checkbox"/> Modeling <input checked="" type="checkbox"/> Monitoring <input checked="" type="checkbox"/> Aquifer testing <input type="checkbox"/> Proximity (obwell < 5 miles) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Additional data is needed to establish <input type="checkbox"/> See report: _____ <input checked="" type="checkbox"/> Other: Declining Static Water and Pumping Levels; no thresholds listed in Permit 1975-7272	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Change groundwater pumping <input checked="" type="checkbox"/> Increase conservation <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Newly collected data will be analyzed <input type="checkbox"/> Regular check-in with these partners: _____ <input checked="" type="checkbox"/> Other: Monitoring static and pumping levels of the aquifer

Wellhead Protection (WHP) and Source Water Protection (SWP) Plans

Complete Table 11 to provide status information about WHP and SWP plans.

The emergency procedures in this plan are intended to comply with the contingency plan provisions required in the Minnesota Department of Health’s (MDH) Wellhead Protection (WHP) Plan and Surface Water Protection (SWP) Plan.

Table 11. Status of Wellhead Protection and Source Water Protection Plans

Plan Type	Status	Date Adopted	Date for Update
WHP	<input type="checkbox"/> In Process <input checked="" type="checkbox"/> Completed <input type="checkbox"/> Not Applicable	3/2008	3/2016
SWP	<input type="checkbox"/> In Process <input type="checkbox"/> Completed <input checked="" type="checkbox"/> Not Applicable		

WHP – Wellhead Protection Plan **SWP** – Source Water Protection Plan

F. Capital Improvement Plan (CIP)

Please note that any wells that received approval under a ten-year permit, but that were not built, are now expired and must submit a water appropriations permit.

Adequacy of Water Supply System

Complete Table 12 with information about the adequacy of wells and/or intakes, storage facilities, treatment facilities, and distribution systems to sustain current and projected demands. List planned capital improvements for any system components, in chronological order. Communities in the seven-county Twin Cities metropolitan area should also include information about plans through 2040.

The assessment can be the general status by category; it is not necessary to identify every single well, storage facility, treatment facility, lift station, and mile of pipe.

Please attach your latest Capital Improvement Plan as **Appendix 4**.

Table 12. Adequacy of Water Supply System

System Component	Planned action	Anticipated Construction Year	Notes
Wells/Intakes	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	2018	Accept Well 3 from Seneca Foods
Water Storage Facilities	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Water Treatment Facilities	<input checked="" type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		
Distribution Systems (Pipes, valves, etc.)	<input type="checkbox"/> No action planned - adequate <input checked="" type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition	2017	Replacement of aging infrastructure
Pressure Zones	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input checked="" type="checkbox"/> Expansion/addition	2017	Looping of water mains to Industrial Park

System Component	Planned action	Anticipated Construction Year	Notes
Other:	<input type="checkbox"/> No action planned - adequate <input type="checkbox"/> Repair/replacement <input type="checkbox"/> Expansion/addition		

Proposed Future Water Sources

Complete Table 13 to identify new water source installation planned over the next ten years. Add rows to the table as needed.

Table 13. Proposed future installations/sources

Source	Installation Location (approximate)	Resource Name	Proposed Pumping Capacity (gpm)	Planned Installation Year	Planned Partnerships
Groundwater	None				
Surface Water	None				
Interconnection to another supplier	None				

Water Source Alternatives - Key Metropolitan Council Benchmark

Do you anticipate the need for alternative water sources in the next 10 years? Yes No

For metro communities, will you need alternative water sources by the year 2040? Yes No

If you answered yes for either question, then complete table 14. If no, insert NA.

Complete Table 14 by checking the box next to alternative approaches that your community is considering, including approximate locations (if known), the estimated amount of future demand that could be met through the approach, the estimated timeframe to implement the approach, potential partnerships, and the major benefits and challenges of the approach. Add rows to the table as needed.

For communities in the seven-county Twin Cities metropolitan area, these alternatives should include approaches the community is considering to meet projected 2040 water demand.

Table 14. Alternative water sources

Alternative Source Considered	Source and/or Installation Location (approximate)	Estimated Amount of Future Demand (%)	Timeframe to Implement (YYYY)	Potential Partners	Benefits	Challenges
<input type="checkbox"/> Groundwater						
<input type="checkbox"/> Surface Water						
<input type="checkbox"/> Reclaimed stormwater						
<input type="checkbox"/> Reclaimed wastewater						
<input type="checkbox"/> Interconnection to another supplier						

PART 2. EMERGENCY PREPAREDNESS PROCEDURES

The emergency preparedness procedures outlined in this plan are intended to comply with the contingency plan provisions required by MDH in the WHP and SWP. Water emergencies can occur as a result of vandalism, sabotage, accidental contamination, mechanical problems, power failings, drought, flooding, and other natural disasters. The purpose of emergency planning is to develop emergency response procedures and to identify actions needed to improve emergency preparedness. In the case of a municipality, these procedures should be in support of, and part of, an all-hazard emergency operations plan. Municipalities that already have written procedures dealing with water emergencies should review the following information and update existing procedures to address these water supply protection measures.

A. Emergency Response Plan

Section 1433(b) of the Safe Drinking Water Act, (Public Law 107-188, Title IV- Drinking Water Security and Safety) requires community water suppliers serving over 3,300 people to prepare an Emergency Response Plan. MDH recommends that Emergency Response Plans are updated annually.

Do you have an Emergency Response Plan? Yes No

Have you updated the Emergency Response Plan in the last year? Yes No

When did you last update your Emergency Response Plan? July 2017

Complete Table 15 by inserting the noted information regarding your completed Emergency Response Plan.

Table 15. Emergency Response Plan contact information

Emergency Response Plan Role	Contact Person	Contact Number	Phone	Contact Email
Emergency Response Lead	TIM HAGGENMILLER	507.381.1463		HLI@FRONTIERNET.NET
Alternate Emergency Response Lead	JOHN ZASKE, FIRE CHIEF	507.380.1422		JOHN.ZASKE@RIDGEVIEWMEDICAL.ORG

B. Operational Contingency Plan

All utilities should have a written operational contingency plan that describes measures to be taken for water supply mainline breaks and other common system failures as well as routine maintenance.

Do you have a written operational contingency plan? Yes No

At a minimum, a water supplier should prepare and maintain an emergency contact list of contractors and suppliers.

C. Emergency Response Procedures

Water suppliers must meet the requirements of MN Rules 4720.5280. Accordingly, the Minnesota Department of Natural Resources (DNR) requires public water suppliers serving more than 1,000 people

to submit Emergency and Conservation Plans. Water emergency and conservation plans that have been approved by the DNR, under provisions of Minnesota Statute 186 and Minnesota Rules, part 6115.0770, will be considered equivalent to an approved WHP contingency plan.

Emergency Telephone List

Prepare and attach a list of emergency contacts, including the MN Duty Officer (1-800-422-0798), as **Appendix 5**. An Emergency Contact List template is available at the MnDNR Water Supply Plans webpage.

The list should include key utility and community personnel, contacts in adjacent water suppliers, and appropriate local, state and federal emergency contacts. Please be sure to verify and update the contacts on the emergency telephone list and date it. Thereafter, update on a regular basis (once a year is recommended). In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the Emergency Manager for that community. Responsibilities and services for each contact should be defined.

Current Water Sources and Service Area

Quick access to concise and detailed information on water sources, water treatment, and the distribution system may be needed in an emergency. System operation and maintenance records should be maintained in secured central and back-up locations so that the records are accessible for emergency purposes. A detailed map of the system showing the treatment plants, water sources, storage facilities, supply lines, interconnections, and other information that would be useful in an emergency should also be readily available. It is critical that public water supplier representatives and emergency response personnel communicate about the response procedures and be able to easily obtain this kind of information both in electronic and hard copy formats (in case of a power outage).

Do records and maps exist? Yes No

Can staff access records and maps from a central secured location in the event of an emergency?

Yes No

Does the appropriate staff know where the materials are located?

Yes No

Procedure for Augmenting Water Supplies

Complete Tables 16 – 17 by listing all available sources of water that can be used to augment or replace existing sources in an emergency. Add rows to the tables as needed.

In the case of a municipality, this information should be contained in a notification and warning standard operating procedure maintained by the warning point for that community. Municipalities are encouraged to execute cooperative agreements for potential emergency water services and copies should be included in **Appendix 6**. Outstate Communities may consider using nearby high capacity wells (industry, golf course) as emergency water sources.

WSP should include information on any physical or chemical problems that may limit interconnections to other sources of water. Approvals from the MDH are required for interconnections or the reuse of water.

Table 16. Interconnections with other water supply systems to supply water in an emergency

Other Water Supply System Owner	Capacity (GPM & MGD)	Note Any Limitations On Use	List of services, equipment, supplies available to respond
Seneca Foods Corp	800 GPM 1.152 MGD	THE CITY SHALL HAVE THE RIGHT TO USE FROM THE WELL DURING THE CANNING SEASON ONLY FOR A FIRE AND AFTER GIVING SENECA ADEQUATE NOTICE	OPEN VALVE IN WELL BUILDING

GPM – Gallons per minute MGD – million gallons per day

Table 17. Utilizing surface water as an alternative source

Surface Water Source Name	Capacity (GPM)	Capacity (MGD)	Treatment Needs	Note Any Limitations On Use
None				

If not covered above, describe additional emergency measures for providing water (obtaining bottled water, or steps to obtain National Guard services, etc.)

None

Allocation and Demand Reduction Procedures

Complete Table 18 by adding information about how decisions will be made to allocate water and reduce demand during an emergency. Provide information for each customer category, including its priority ranking, average day demand, and demand reduction potential for each customer category. Modify the customer categories as needed, and add additional lines if necessary.

Water use categories should be prioritized in a way that is consistent with Minnesota Statutes 103G.261 (#1 is highest priority) as follows:

1. Water use for human needs such as cooking, cleaning, drinking, washing and waste disposal; use for on-farm livestock watering; and use for power production that meets contingency requirements.
2. Water use involving consumption of less than 10,000 gallons per day (usually from private wells or surface water intakes)
3. Water use for agricultural irrigation and processing of agricultural products involving consumption of more than 10,000 gallons per day (usually from private high-capacity wells or surface water intakes)

4. Water use for power production above the use provided for in the contingency plan.
5. All other water use involving consumption of more than 10,000 gallons per day.
6. Nonessential uses – car washes, golf courses, etc.

Water used for human needs at hospitals, nursing homes and similar types of facilities should be designated as a high priority to be maintained in an emergency. Lower priority uses will need to address water used for human needs at other types of facilities such as hotels, office buildings, and manufacturing plants. The volume of water and other types of water uses at these facilities must be carefully considered. After reviewing the data, common sense should dictate local allocation priorities to protect domestic requirements over certain types of economic needs. Water use for lawn sprinkling, vehicle washing, golf courses, and recreation are legislatively considered non-essential.

Table 18. Water use priorities

Customer Category	Allocation Priority	Average Daily Demand (GPD)	Short-Term Emergency Demand Reduction Potential (GPD)
Residential	1	134,682	26,936 = 20%
Institutional	1	INCLUDED IN RESIDENTIAL	INCLUDED IN RESIDENTIAL
Commercial	2	48,891	4,889 = 10%
Industrial	2	INCLUDED IN COMMERCIAL	INCLUDED IN COMMERC.
Irrigation	3	NONE SOLD	NONE SOLD
Wholesale	4	NONE SOLD	NONE SOLD
Non-Essential	4	21,800	21,800
TOTAL	NA	205,373	53,566

GPD – Gallons per Day

Tip: Calculating Emergency Demand Reduction Potential

The emergency demand reduction potential for all uses will typically equal the difference between maximum use (summer demand) and base use (winter demand). In extreme emergency situations, lower priority water uses must be restricted or eliminated to protect priority domestic water requirements. Emergency demand reduction potential should be based on average day demands for customer categories within each priority class. Use the tables in Part 3 on water conservation to help you determine strategies.

Complete Table 19 by selecting the triggers and actions during water supply disruption conditions.

Table 19. Emergency demand reduction conditions, triggers and actions (Select all that may apply and describe)

Emergency Triggers	Short-term Actions	Long-term Actions
<input checked="" type="checkbox"/> Contamination <input checked="" type="checkbox"/> Loss of production <input checked="" type="checkbox"/> Infrastructure failure <input checked="" type="checkbox"/> Executive order by Governor <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Supply augmentation through Well 3 from Seneca Foods <input checked="" type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Water allocation through____ <input type="checkbox"/> Meet with large water users to discuss their contingency plan.	<input checked="" type="checkbox"/> Supply augmentation through Well 3 from Seneca Foods <input checked="" type="checkbox"/> Adopt (if not already) and enforce a critical water deficiency ordinance to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input type="checkbox"/> Water allocation through____ <input type="checkbox"/> Meet with large water users to discuss their contingency plan.

Notification Procedures

Complete Table 20 by selecting trigger for informing customers regarding conservation requests, water use restrictions, and suspensions; notification frequencies; and partners that may assist in the notification process. Add rows to the table as needed.

Table 20. Plan to inform customers regarding conservation requests, water use restrictions, and suspensions

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
<input checked="" type="checkbox"/> Short-term demand reduction declared (< 1 year)	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	
<input checked="" type="checkbox"/> Long-term Ongoing demand reduction declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook) <input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	
<input checked="" type="checkbox"/> Governor’s critical water deficiency declared	<input checked="" type="checkbox"/> Website <input type="checkbox"/> Email list serve <input checked="" type="checkbox"/> Social media (e.g. Twitter, Facebook)	<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	

Notification Trigger(s)	Methods (select all that apply)	Update Frequency	Partners
	<input checked="" type="checkbox"/> Direct customer mailing, <input checked="" type="checkbox"/> Press release (TV, radio, newspaper), <input checked="" type="checkbox"/> Meeting with large water users (> 10% of total city use) <input type="checkbox"/> Other: _____		

Enforcement

Prior to a water emergency, municipal water suppliers must adopt regulations that restrict water use and outline the enforcement response plan. The enforcement response plan must outline how conditions will be monitored to know when enforcement actions are triggered, what enforcement tools will be used, who will be responsible for enforcement, and what timelines for corrective actions will be expected.

Affected operations, communications, and enforcement staff must then be trained to rapidly implement those provisions during emergency conditions.

Important Note:

Disregard of critical water deficiency orders, even though total appropriation remains less than permitted, is adequate grounds for immediate modification of a public water supply authority's water use permit (2013 MN Statutes 103G.291)

Does the city have a critical water deficiency restriction/official control in place that includes provisions to restrict water use and enforce the restrictions? (This restriction may be an ordinance, rule, regulation, policy under a council directive, or other official control) Yes No

If yes, attach the official control document to this WSP as **Appendix 7**.

If no, the municipality must adopt such an official control within 6 months of submitting this WSP and submit it to the DNR as an amendment to this WSP.

Irrespective of whether a critical water deficiency control is in place, does the public water supply utility, city manager, mayor, or emergency manager have standing authority to implement water restrictions? Yes No

If yes, cite the regulatory authority reference: Mayor, along with Utility Manager _____.

If no, who has authority to implement water use restrictions in an emergency?

N/A

PART 3. WATER CONSERVATION PLAN

Minnesotans have historically benefited from the state's abundant water supplies, reducing the need for conservation. There are however, limits to the available supplies of water and increasing threats to the quality of our drinking water. Causes of water supply limitation may include: population increases, economic trends, uneven statewide availability of groundwater, climatic changes, and degraded water quality. Examples of threats to drinking water quality include: the presence of contaminant plumes from past land use activities, exceedances of water quality standards from natural and human sources, contaminants of emerging concern, and increasing pollutant trends from nonpoint sources.



There are many incentives for conserving water; conservation:

- reduces the potential for pumping-induced transfer of contaminants into the deeper aquifers, which can add treatment costs
- reduces the need for capital projects to expand system capacity
- reduces the likelihood of water use conflicts, like well interference, aquatic habitat loss, and declining lake levels
- conserves energy, because less energy is needed to extract, treat and distribute water (and less energy production also conserves water since water is used to produce energy)
- maintains water supplies that can then be available during times of drought

It is therefore imperative that water suppliers implement water conservation plans. The first step in water conservation is identifying opportunities for behavioral or engineering changes that could be made to reduce water use by conducting a thorough analysis of:

- Water use by customer
- Extraction, treatment, distribution and irrigation system efficiencies
- Industrial processing system efficiencies
- Regulatory and barriers to conservation
- Cultural barriers to conservation
- Water reuse opportunities

Once accurate data is compiled, water suppliers can set achievable goals for reducing water use. A successful water conservation plan follows a logical sequence of events. The plan should address both conservation on the supply side (leak detection and repairs, metering), as well as on the demand side (reductions in usage). Implementation should be conducted in phases, starting with the most obvious and lowest-cost options. In some cases, one of the early steps will be reviewing regulatory constraints to water conservation, such as lawn irrigation requirements. Outside funding and grants may be available for implementation of projects. Engage water system operators and maintenance staff and customers in brainstorming opportunities to reduce water use. Ask the question: "How can I help save water?"

Progress since 2006

Is this your community's first Water Supply Plan? Yes No

If yes, describe conservation practices that you are already implementing, such as: pricing, system improvements, education, regulation, appliance retrofitting, enforcement, etc.

Since the 2006 Water Supply Plan, the City has replaced most of the water meters and performs yearly updating of water rates using a monthly base rate plus a per thousand-gallon usage charge. Budgeting to replace water main infrastructure every other year to replace aging infrastructure, along with repairing any leaks that may surface.

If no, complete Table 21 to summarize conservation actions taken since the adoption of the 2006 water supply plan.

Table 21. Implementation of previous ten-year Conservation Plan

2006 Plan Commitments	Action Taken?
Change water rates structure to provide conservation pricing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Water supply system improvements (e.g. leak repairs, valve replacements, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Educational efforts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New water conservation ordinances	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Rebate or retrofitting Program (e.g. for toilet, faucets, appliances, showerheads, dish washers, washing machines, irrigation systems, rain barrels, water softeners, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Enforcement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Describe other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

What are the results you have seen from the actions in Table 21 and how were results measured?

The City has replaced over 90% of residential water meters with auto reader meters. The meters are read monthly and the system implements a water leak detection program to identify leaks particular to the customer's home. Commercial meters are also being replaced, along with the meter being properly sized for the application to read accurate flow data. When leaks in the distribution system are discovered, the repairs are made as soon as possible. The City is doing a good job of tracking unaccounted for water uses throughout the year by adding water meters to public buildings, irrigation and keeping logs of water used when backwashing filter planer, flushing hydrants, water main breaks

and Fire Department training and fire calls. The City has seen a reduction in it unaccounted for water usage and has a goal of getting below 10% unaccounted for water.

A. Triggers for Allocation and Demand Reduction Actions

Complete table 22 by checking each trigger below, as appropriate, and the actions to be taken at various levels or stages of severity. Add in additional rows to the table as needed.

Table 22. Short and long-term demand reduction conditions, triggers and actions

Objective	Triggers	Actions
Protect surface water flows	<input checked="" type="checkbox"/> N/A. The city wells are not influenced by the surface water	<input checked="" type="checkbox"/> N/A. The city wells are not influenced by the surface water
Short-term demand reduction (less than 1 year)	<input checked="" type="checkbox"/> Extremely high seasonal water demand (more than double winter demand) <input checked="" type="checkbox"/> Loss of treatment capacity <input checked="" type="checkbox"/> Lack of water in storage <input checked="" type="checkbox"/> State drought plan <input checked="" type="checkbox"/> Well interference <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Adopt (if not already) and enforce the critical water deficiency ordinance to restrict or prohibit lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input checked="" type="checkbox"/> Supply augmentation through _____ <input type="checkbox"/> Water allocation through _____ <input type="checkbox"/> Meet with large water users to discuss user's contingency plan.
Long-term demand reduction (>1 year)	<input checked="" type="checkbox"/> Per capita demand increasing <input checked="" type="checkbox"/> Total demand increase (higher population or more industry). Water level in well(s) below elevation of _____ <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Develop a critical water deficiency ordinance that is or can be quickly adopted to penalize lawn watering, vehicle washing, golf course and park irrigation & other nonessential uses. <input checked="" type="checkbox"/> Enact a water waste ordinance that targets overwatering (causing water to flow off the landscape into streets, parking lots, or similar), watering impervious surfaces (streets, driveways or other hardscape areas), and negligence of known leaks, breaks, or malfunctions. <input checked="" type="checkbox"/> Meet with large water users to discuss user's contingency plan. <input checked="" type="checkbox"/> Enhanced monitoring and reporting: audits, meters, billing, etc.
Governor's "Critical Water Deficiency Order" declared	<input checked="" type="checkbox"/> Executive Order by Governor & as provided in the above triggers	<input checked="" type="checkbox"/> Stage 1: Restrict lawn watering, vehicle washing, park irrigation and any other nonessential uses. <input checked="" type="checkbox"/> Stage 2: Suspend lawn watering, vehicle washing, park irrigation and any other nonessential uses.

B. Conservation Objectives and Strategies – Key benchmark for DNR

This section establishes water conservation objectives and strategies for eight major areas of water use.

Objective 1: Reduce Unaccounted (Non-Revenue) Water loss to Less than 10%

The Minnesota Rural Water Association, the Metropolitan Council and the Department of Natural Resources recommend that all water uses be metered. Metering can help identify high use locations and times, along with leaks within buildings that have multiple meters.

It is difficult to quantify specific unmetered water use such as that associated with firefighting and system flushing or system leaks. Typically, water suppliers subtract metered water use from total water pumped to calculate unaccounted or non-revenue water loss.

Is your five-year average (2005-2014) unaccounted Water Use in Table 2 higher than 10%?

Yes No

What is your leak detection monitoring schedule? (e.g. Monitor 1/3rd of the city lines per year)

Monthly utility billing and logging daily run times of flow meters.

Water Audits - are designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. The American Water Works Association (AWWA) has a recommended water audit methodology which is presented in [AWWA's M3 6 Manual of Water Supply Practices: Water Audits and Loss Control Programs](#). AWWA also provides a free spreadsheet-based water audit tool that water suppliers can use to conduct their own water audits. This free water audit tool can be found on AWWA's [Water Loss Control webpage](#). Another resource for water audit and water loss control information is [Minnesota Rural Water Association](#).

What is the date of your most recent water audit? __02/2017__

Frequency of water audits: yearly other (specify frequency): Continuous_____

Leak detection and survey: every year every other year periodic as needed

Year last leak detection survey completed: _Unknown_____

If Table 2 shows annual water losses over 10% or an increasing trend over time, describe what actions will be taken to reach the <10% loss objective and within what timeframe

The City has replaced over 90% of residential water meters with auto read meters. The meters are read monthly and the system implements a water leak detection program to identify leaks, particularly at customer homes. Commercial meters are also being replaced, along with the meter being properly sized for the application to read accurate flow data. When leaks in the distribution system are discovered, the repairs are made as soon as possible. The City is doing a good job of tracking the unaccounted for water uses throughout the year by adding meters to public buildings, irrigation and keeping logs of water used when backwashing filter plant, flushing hydrants, water main breaks, and Fire Departments training and fire calls. The City has seen a reduction in its unaccounted for water usage and has a goal of getting below 10% unaccounted water by 2017.

Metering -AWWA recommends that every water supplier install meters to account for all water taken into its system, along with all water distributed from its system at each customer’s point of service. An effective metering program relies upon periodic performance testing, repair, maintenance or replacement of all meters. Drinking Water Revolving Loan Funds are available for purchase of new meters when new plants are built. AWWA also recommends that water suppliers conduct regular water audits to account for unmetered unbilled consumption, metered unbilled consumption and source water and customer metering inaccuracies. Some cities install separate meters for interior and exterior water use, but some research suggests that this may not result in water conservation.

Complete Table 23 by adding the requested information regarding the number, types, testing and maintenance of customer meters.

Table 23. Information about customer meters

Customer Category	Number of Customers	Number of Metered Connections	Number of Automated Meter Readers	Meter testing intervals (years)	Average age/meter replacement schedule (years)
Residential	741	741	684	Meters are tested when flagged by software	3 years / 20 years
Irrigation meters	0	0	0		
Institutional	0	0	0		3 years / 20 years
Commercial	108	107	91		3 years / 20 years
Industrial	0	0	0		
Public facilities	12	6	4		3 years / 20 years
Other	0	0	0		
TOTALS	861	854	797	NA	NA

For unmetered systems, describe any plans to install meters or replace current meters with advanced technology meters. Provide an estimate of the cost to implement the plan and the projected water savings from implementing the plan.

The majority of the meters in Arlington were replaced from 2006 to present, including software programs. The city will continue to evaluate the feasibility of installing meters for those unmetered connections.

Table 24. Water source meters

	Number of Meters	Meter testing schedule (years)	Number of Automated Meter Readers	Average age/meter replacement schedule (years)
Water source (wells/intakes)	3	10	0	20 years / 30 years
Treatment plant	3	10	0	20 years / 30 years

Objective 2: Achieve Less than 75 Residential Gallons per Capita Demand (GPCD)

The 2002 average residential per capita demand in the Twin Cities Metropolitan area was 75 gallons per capita per day.

Is your average 2010-2015 residential per capita water demand in Table 2 more than 75? Yes No

What was your 2010 – 2015 five-year average residential per capita water demand? 53 g/person/day

Describe the water use trend over that timeframe:

The residential per capita water demand has continued to decrease between 2007 and 2017, with a maximum daily demand of 60 gal/person/day in 2007 to a low of 47 gal/person/day in 2017 and remains at 48 gal/person/day. The residential usage in Arlington is very low compared to others, leaving little room for reduction.

Complete Table 25 by checking which strategies you will use to continue reducing residential per capita demand and project a likely timeframe for completing each checked strategy (Select all that apply and add rows for additional strategies):

Table 25. Strategies and timeframe to reduce residential per capita demand

Strategy to reduce residential per capita demand	Timeframe for completing work
<input type="checkbox"/> Revise city ordinances/codes to encourage or require water efficient landscaping.	No plans at this time
<input type="checkbox"/> Revise city ordinance/codes to permit water reuse options, especially for non-potable purposes like irrigation, groundwater recharge, and industrial use. Check with plumbing authority to see if internal buildings reuse is permitted	No plans at this time
<input type="checkbox"/> Revise ordinances to limit irrigation. Describe the restricted irrigation plan:	No plans at this time
<input type="checkbox"/> Revise outdoor irrigation installations codes to require high efficiency systems (e.g. those with soil moisture sensors or programmable watering areas) in new installations or system replacements.	No plans at this time
<input checked="" type="checkbox"/> Make water system infrastructure improvements	Current and ongoing
<input checked="" type="checkbox"/> Offer free or reduced cost water use audits) for residential customers.	Current and ongoing
<input checked="" type="checkbox"/> <input type="checkbox"/> Implement a notification system to inform customers when water availability conditions change.	Current and ongoing
<input type="checkbox"/> Provide rebates or incentives for installing water efficient appliances and/or fixtures indoors (e.g., low flow toilets, high efficiency dish washers and washing machines, showerhead and faucet aerators, water softeners, etc.)	No plans at this time
<input checked="" type="checkbox"/> Provide rebates or incentives to reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	3 Energy rebates are available for efficient appliances.
<input type="checkbox"/> Identify supplemental Water Resources	No plans at this time.
<input checked="" type="checkbox"/> Conduct audience-appropriate water conservation education and outreach.	Current and ongoing
<input type="checkbox"/> Describe other plans	

Objective 3: Achieve at least 1.5% annual reduction in non-residential per capita water use (For each of the next ten years, or a 15% total reduction over ten years.) This includes commercial, institutional, industrial and agricultural water users.

Complete Table 26 by checking which strategies you will use to continue reducing non-residential customer use demand and project a likely timeframe for completing each checked strategy (add rows for additional strategies).

Where possible, substitute recycled water used in one process for reuse in another. (For example, spent rinse water can often be reused in a cooling tower.) Keep in mind the true cost of water is the amount on the water bill PLUS the expenses to heat, cool, treat, pump, and dispose of/discharge the water. Don't just calculate the initial investment. Many conservation retrofits that appear to be prohibitively expensive are actually very cost-effective when amortized over the life of the equipment. Often reducing water use also saves electrical and other utility costs. Note: as of 2015, water reuse, and is not allowed by the state plumbing code, M.R. 4715 (a variance is needed). However, several state agencies are addressing this issue.

Table 26. Strategies and timeframe to reduce institutional, commercial industrial, and agricultural and non-revenue use demand

Strategy to reduce total business, industry, agricultural demand	Timeframe for completing work
<input checked="" type="checkbox"/> Conduct a facility water use audit for both indoor and outdoor use, including system components	Current and ongoing
<input checked="" type="checkbox"/> Install enhanced meters capable of automated readings to detect spikes in consumption	Replacing with smart meters by 2018
<input type="checkbox"/> Compare facility water use to related industry benchmarks, if available (e.g., meat processing, dairy, fruit and vegetable, beverage, textiles, paper/pulp, metals, technology, petroleum refining etc.)	N/A
<input type="checkbox"/> Install water conservation fixtures and appliances or change processes to conserve water	N/A
<input checked="" type="checkbox"/> Repair leaking system components (e.g., pipes, valves)	Current and ongoing
<input checked="" type="checkbox"/> Investigate the reuse of reclaimed water (e.g., stormwater, wastewater effluent, process wastewater, etc.)	2025
<input checked="" type="checkbox"/> Reduce outdoor water use (e.g., turf replacement/reduction, rain gardens, rain barrels, smart irrigation, outdoor water use meters, etc.)	Already required in construction permit to install rain retention ponds for commercial development.
<input checked="" type="checkbox"/> Train employees how to conserve water	Current and ongoing
<input checked="" type="checkbox"/> Implement a notification system to inform non-residential customers when water availability conditions change.	Current and ongoing
<input checked="" type="checkbox"/> Nonpotable rainwater catchment systems intended to supply uses such as water closets, urinals, trap primers for floor drains and floor sinks, industrial processes, water features, vehicle washing facilities, cooling tower makeup, and similar uses shall be approved by the commissioner. Plumbing code 4714.1702, Published October 31, 2016	All plumbing codes must be complied with. Current and ongoing
<input type="checkbox"/> Describe other plans:	No other plans

Objective 4: Achieve a Decreasing Trend in Total Per Capita Demand

Include as **Appendix 8** one graph showing total per capita water demand for each customer category (i.e., residential, institutional, commercial, industrial) from 2005-2014 and add the calculated/estimated linear trend for the next 10 years.

Describe the trend for each customer category; explain the reason(s) for the trends, and where trends are increasing.

Most the demands decreased during the last 10 years are the result of the Seneca Foods canning factory closing in 2015. This resulted in lost jobs, water use and a stagnant economy in a rural area. The commercial water usage will be increasing in the future due to a large addition to the school and a Pilot Gas Co. distribution/transfer station producing a urea diesel fuel additive. Residential demand is already very low.

Objective 5: Reduce Ratio of Maximum day (peak day) to the Average Day Demand to Less Than 2.6

Is the ratio of average 2005-2014 maximum day demand to average 2005-2014 average day demand reported in Table 2 more than 2.6? Yes No

Calculate a ten-year average (2005 – 2014) of the ratio of maximum day demand to average day demand: It was 2.69. Recent peak demands were a result of the peak in the canning season of corn by Seneca Foods. After that, they are from hydrant flushing and water main breaks. None of the peak days were associated with irrigation use.

The position of the DNR has been that a peak day/average day ratio that is above 2.6 for in summer indicates that the water being used for irrigation by the residents in a community is too large and that efforts should be made to reduce the peak day use by the community.

It should be noted that by reducing the peak day use, communities can also reduce the amount of infrastructure that is required to meet the peak day use. This infrastructure includes new wells, new water towers which can be costly items.

Objective 6: Implement Demand Reduction Measures

Water Conservation Program

Municipal water suppliers serving over 1,000 people are required to adopt demand reduction measures that include a conservation rate structure, or a uniform rate structure with a conservation program that achieves demand reduction. These measures must achieve demand reduction in ways that reduce water demand, water losses, peak water demands, and nonessential water uses. These measures must be approved before a community may request well construction approval from the Department of Health or before requesting an increase in water appropriations permit volume (Minnesota Statutes, section 103G.291, subd. 3 and 4). Rates should be adjusted on a regular basis to ensure that revenue of the system is adequate under reduced demand scenarios. If a municipal water supplier intends to use a

Uniform Rate Structure, a community-wide Water Conservation Program that will achieve demand reduction must be provided.

Current Water Rates

Include a copy of the actual rate structure in **Appendix 9** or list current water rates including base/service fees and volume charges below.

Volume included in base rate or service charge: Zero (0) gallons or cubic feet other

Frequency of billing: Monthly Bimonthly Quarterly Other: _____

Water Rate Evaluation Frequency: every year every years no schedule

Date of last rate change: January 1, 2017

Table 27. Rate structures for each customer category (Select all that apply and add additional rows as needed)

Customer Category	Conservation Billing Strategies in Use *	Conservation Neutral Billing Strategies in Use **	Non-Conserving Billing Strategies in Use ***
Residential	<input checked="" type="checkbox"/> Monthly billing <input type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates <input checked="" type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input checked="" type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)	<input checked="" type="checkbox"/> Uniform <input type="checkbox"/> Odd/even day watering	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)
Commercial/ Industrial/ Institutional	<input checked="" type="checkbox"/> Monthly billing <input type="checkbox"/> Increasing block rates (volume tiered rates) <input type="checkbox"/> Seasonal rates <input type="checkbox"/> Time of use rates <input checked="" type="checkbox"/> Water bills reported in gallons <input type="checkbox"/> Individualized goal rates <input type="checkbox"/> Excess use rates <input type="checkbox"/> Drought surcharge <input type="checkbox"/> Use water bill to provide comparisons <input checked="" type="checkbox"/> Service charge not based on water volume <input type="checkbox"/> Other (describe)	<input checked="" type="checkbox"/> Uniform	<input type="checkbox"/> Service charge based on water volume <input type="checkbox"/> Declining block <input type="checkbox"/> Flat <input type="checkbox"/> Other (describe)
<input type="checkbox"/> Other			

*** Rate Structures components that may promote water conservation:**

- **Monthly billing:** is encouraged to help people see their water usage so they can consider changing behavior.
- **Increasing block rates (also known as a tiered residential rate structure):** Typically, these have at least three tiers: should have at least three tiers.
 - The first tier is for the winter average water use.
 - The second tier is the year-round average use, which is lower than typical summer use. This rate should be set to cover the full cost of service.
 - The third tier should be above the average annual use and should be priced high enough to encourage conservation, as should any higher tiers. For this to be effective, the difference in block rates should be significant.
- **Seasonal rate:** higher rates in summer to reduce peak demands
- **Time of Use rates:** lower rates for off peak water use
- **Bill water use in gallons:** this allows customers to compare their use to average rates
- **Individualized goal rates:** typically used for industry, business or other large water users to promote water conservation if they keep within agreed upon goals. **Excess Use rates:** if water use goes above an agreed upon amount this higher rate is charged
- **Drought surcharge:** an extra fee is charged for guaranteed water use during drought
- **Use water bill to provide comparisons:** simple graphics comparing individual use over time or compare individual use to others.
- **Service charge or base fee that does not include a water volume** – a base charge or fee to cover universal city expenses that are not customer dependent and/or to provide minimal water at a lower rate (e.g., an amount less than the average residential per capita demand for the water supplier for the last 5 years)
- **Emergency rates** -A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

****Conservation Neutral****

- **Uniform rate:** rate per unit used is the same regardless of the volume used
- **Odd/even day watering** –This approach reduces peak demand on a daily basis for system operation, but it does not reduce overall water use.

***** Non-Conserving *****

- **Service charge or base fee with water volume:** an amount of water larger than the average residential per capita demand for the water supplier for the last 5 years
- **Declining block rate:** the rate per unit used decreases as water use increases.
- **Flat rate:** one fee regardless of how much water is used (usually unmetered).

Provide justification for any conservation neutral or non-conserving rate structures. If intending to adopt a conservation rate structure, include the timeframe to do so:

N/A

Objective 7: Additional strategies to Reduce Water Use and Support Wellhead Protection Planning

Development and redevelopment projects can provide additional water conservation opportunities, such as the actions listed below. If a Uniform Rate Structure is in place, the water supplier must provide a Water Conservation Program that includes at least two of the actions listed below. Check those actions that you intent to implement within the next 10 years.

Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection

<input checked="" type="checkbox"/>	Participate in the GreenStep Cities Program, including implementation of at least one of the 20 “Best Practices” for water
<input type="checkbox"/>	Prepare a master plan for smart growth (compact urban growth that avoids sprawl)
<input checked="" type="checkbox"/>	Prepare a comprehensive open space plan (areas for parks, green spaces, natural areas)
<input type="checkbox"/>	Adopt a water use restriction ordinance (lawn irrigation, car washing, pools, etc.)
<input checked="" type="checkbox"/>	Adopt an outdoor lawn irrigation ordinance
<input checked="" type="checkbox"/>	Adopt a private well ordinance (private wells in a city must comply with water restrictions)
<input checked="" type="checkbox"/>	Implement a stormwater management program
<input type="checkbox"/>	Adopt non-zoning wetlands ordinance (can further protect wetlands beyond state/federal laws- for vernal pools, buffer areas, restrictions on filling or alterations)
<input type="checkbox"/>	Adopt a water offset program (primarily for new development or expansion)
<input type="checkbox"/>	Implement a water conservation outreach program
<input type="checkbox"/>	Hire a water conservation coordinator (part-time)
<input checked="" type="checkbox"/>	Implement a rebate program for water efficient appliances, fixtures, or outdoor water management
<input checked="" type="checkbox"/>	Other: Replace Water mains

Objective 8: Tracking Success: How will you track or measure success through the next ten years?

The City will continue to monitor for high usage, unaccounted for water using within the City and be more efficient at calculating water main breaks. There is a plan to install a main water meter that will monitor all the water at the Sibley County Fairgrounds. At this time, it is an estimated plan.

Tip: The process to monitor demand reduction and/or a rate structure includes:

- a) The DNR Hydrologist will call or visit the community the first 1-3 years after the water supply plan is completed.
- b) They will discuss what activities the community is doing to conserve water and if they feel their actions are successful. The Water Supply Plan, Part 3 tables and responses will guide the discussion. For example, they will discuss efforts to reduce unaccounted for water loss if that is a problem, or go through Tables 33, 34 and 35 to discuss new initiatives.
- c) The city representative and the hydrologist will discuss total per capita water use, residential per capita water use, and business/industry use. They will note trends.
- d) They will also discuss options for improvement and/or collect case studies of success stories to share with other communities. One option may be to change the rate structure, but there are many other paths to successful water conservation.
- e) If appropriate, they will cooperatively develop a simple work plan for the next few years, targeting a couple areas where the city might focus efforts.

C. Regulation

Complete Table 29 by selecting which regulations are used to reduce demand and improve water efficiencies. Add additional rows as needed.

Copies of adopted regulations or proposed restrictions or should be included in **Appendix 10** (a list with hyperlinks is acceptable).

Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies

Regulations Utilized	When is it applied (in effect)?
<input type="checkbox"/> Rainfall sensors required on landscape irrigation systems	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water efficient plumbing fixtures required	<input type="checkbox"/> New development <input type="checkbox"/> Replacement <input type="checkbox"/> Rebate Programs
<input type="checkbox"/> Critical/Emergency Water Deficiency ordinance	<input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Watering restriction requirements (time of day, allowable days, etc.)	<input type="checkbox"/> Odd/even <input type="checkbox"/> 2 days/week <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Water waste prohibited (for example, having a fine for irrigators spraying on the street)	<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input checked="" type="checkbox"/> Limitations on turf areas (requiring lots to have 10% - 25% of the space in natural areas)	<input checked="" type="checkbox"/> New development <input checked="" type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Soil preparation requirements (after construction, requiring topsoil to be applied to promote good root growth)	<input checked="" type="checkbox"/> New Development <input checked="" type="checkbox"/> Construction Projects <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Tree ratios (requiring a certain number of trees per square foot of lawn)	<input checked="" type="checkbox"/> New development <input checked="" type="checkbox"/> Shoreland/zoning <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Permit to fill swimming pool and/or requiring pools to be covered (to prevent evaporation)	<input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared Emergencies
<input type="checkbox"/> Ordinances that permit stormwater irrigation, reuse of water, or other alternative water use (Note: be sure to check current plumbing codes for updates)	<input checked="" type="checkbox"/> Describe

D. Retrofitting Programs

Education and incentive programs aimed at replacing inefficient plumbing fixtures and appliances can help reduce per capita water use, as well as energy costs. It is recommended that municipal water suppliers develop a long-term plan to retrofit public buildings with water efficient plumbing fixtures and appliances. Some water suppliers have developed partnerships with organizations having similar conservation goals, such as electric or gas suppliers, to develop cooperative rebate and retrofit programs.

A study by the AWWA Research Foundation (Residential End Uses of Water, 1999) found that the average indoor water use for a non-conserving home is 69.3 gallons per capita per day (gpcd). The average indoor water use in a conserving home is 45.2 gpcd and most of the decrease in water use is related to water efficient plumbing fixtures and appliances that can reduce water, sewer and energy costs. In Minnesota, certain electric and gas providers are required (Minnesota Statute 216B.241) to fund programs that will conserve energy resources and some utilities have distributed water efficient showerheads to customers to help reduce energy demands required to supply hot water.

Retrofitting Programs

Complete Table 30 by checking which water uses are targeted, the outreach methods used, the measures used to identify success, and any participating partners.

Table 30. Retrofitting programs (Select all that apply)

Water Use Targets	Outreach Methods	Partners
<input type="checkbox"/> Low flush toilets, <input checked="" type="checkbox"/> Toilet leak tablets, <input type="checkbox"/> Low flow showerheads, <input type="checkbox"/> Faucet aerators;	<input checked="" type="checkbox"/> Education about <input checked="" type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization <input checked="" type="checkbox"/> PeopleService
<input checked="" type="checkbox"/> Water conserving washing machines, <input checked="" type="checkbox"/> Dish washers, <input type="checkbox"/> Water softeners;	<input checked="" type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input checked="" type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization
<input type="checkbox"/> Rain gardens, <input type="checkbox"/> Rain barrels, <input type="checkbox"/> Native/drought tolerant landscaping, etc.	<input type="checkbox"/> Education about <input type="checkbox"/> Free distribution of <input type="checkbox"/> Rebate for <input type="checkbox"/> Other	<input type="checkbox"/> Gas company <input type="checkbox"/> Electric company <input type="checkbox"/> Watershed organization

Briefly discuss measures of success from the above table (e.g. number of items distributed, dollar value of rebates, gallons of water conserved, etc.):

The City offers \$25 rebates for washer/dishwasher replacements. PeopleService provides audits and toilet leak tablets as part of their ongoing service to the City of Arlington.

E. Education and Information Programs

Customer education should take place in three different circumstances. First, customers should be provided information on how to conserve water and improve water use efficiencies. Second, information should be provided at appropriate times to address peak demands. Third, emergency notices and educational materials about how to reduce water use should be available for quick distribution during an emergency.

Proposed Education Programs

Complete Table 31 by selecting which methods are used to provide water conservation and information, including the frequency of program components. Select all that apply and add additional lines as needed.

Table 31. Current and Proposed Education Programs

Education Methods	General summary of topics	#/Year	Frequency
Billing inserts or tips printed on the actual bill	We offer tips and energy saving tips, educate about the rebate program	4	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Consumer Confidence Reports	This is required and reported in the City's legal newspaper	1	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Press releases to traditional local news outlets (e.g., newspapers, radio and TV)	If we have an emergency, we utilize KNUJ radio and the Arlington Enterprise newspaper		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Social media distribution (e.g., emails, Facebook, Twitter)	We use emails, Facebook and website		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Paid advertisements (e.g., billboards, print media, TV, radio, web sites, etc.)	Our City LED sign to advertise hydrant flushing, jetting, rebates, promote conservation (no fee)		<input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Presentations to community groups	City Engineer and PeopleService to City Council (televised meetings)		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Staff training	Rebate program. City contracts with People Service who is licensed to operate our water/wastewater facilities.		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Facility tours	Offer tours of the Water Facility as requested.		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Displays and exhibits	Offer rebate information and forms at community events		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Marketing rebate programs (e.g., indoor fixtures & appliances and outdoor practices)	Energy saving appliances		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Community news letters	We offer water and energy saving tips, educate about our rebate programs	4	<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Direct mailings (water audit/retrofit kits, showerheads, brochures)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Information kiosk at utility and public buildings			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Public service announcements	Via our newsletters and monthly radio broadcasts		<input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Cable TV Programs	We utilize social media instead, but cable is an option for the city as well		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Demonstration projects (landscaping or plumbing)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
K-12 education programs (Project Wet, Drinking Water Institute, presentations)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community events (children's water festivals, environmental fairs)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Community education classes			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Water week promotions			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Website (include address:)			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Targeted efforts (large volume users, users with large increases)	Investigate high water usages and meet with customer		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Education Methods	General summary of topics	#/Year	Frequency
Notices of ordinances	Post summaries in newsletters, monthly radio broadcasts and in the City legal newspaper		<input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies
Emergency conservation notices	Hang notices on residents' doors due to water main repairs and breaks		<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Only during declared emergencies
Other:			<input type="checkbox"/> Ongoing <input type="checkbox"/> Seasonal <input type="checkbox"/> Only during declared emergencies

Briefly discuss what future education and information activities your community is considering in the future:

Adopting water sprinkling conservation ordinance during the months of high usage. Currently, this is not a critical issue, but may be if the City were to experience high growth. We will continue ongoing efforts in education/information using our monthly newsletter, LED sign, social media, and monthly radio broadcasts.

PART 4. ITEMS FOR METROPOLITAN AREA COMMUNITIES

Minnesota Statute 473.859 requires WSPs to be completed for all local units of government in the seven-county Metropolitan Area as part of the local comprehensive planning process.



Much of the information in Parts 1-3 addresses water demand for the next 10 years. However, additional information is needed to address water demand through 2040, which will make the WSP consistent with the Metropolitan Land Use Planning Act, upon which the local comprehensive plans are based.

This Part 4 provides guidance to complete the WSP in a way that addresses plans for water supply through 2040.

A. Water Demand Projections through 2040

Complete Table 7 in Part 1D by filling in information about long-term water demand projections through 2040. Total Community Population projections should be consistent with the community's system statement, which can be found on the Metropolitan Council's website and which was sent to the community in September 2015.

Projected Average Day, Maximum Day, and Annual Water Demands may either be calculated using the method outlined in *Appendix 2* of the *2015 Master Water Supply Plan* or by a method developed by the individual water supplier.

B. Potential Water Supply Issues

Complete Table 10 in Part 1E by providing information about the potential water supply issues in your community, including those that might occur due to 2040 projected water use.

The [Master Water Supply Plan](#) provides information about potential issues for your community in *Appendix 1 (Water Supply Profiles)*. This resource may be useful in completing Table 10.

You may document results of local work done to evaluate impact of planned uses by attaching a feasibility assessment or providing a citation and link to where the plan is available electronically.

C. Proposed Alternative Approaches to Meet Extended Water Demand Projections

Complete Table 12 in Part 1F with information about potential water supply infrastructure impacts (such as replacements, expansions or additions to wells/intakes, water storage and treatment capacity, distribution systems, and emergency interconnections) of extended plans for development and redevelopment, in 10-year increments through 2040. It may be useful to refer to information in the community's local Land Use Plan, if available.

Complete Table 14 in Part 1F by checking each approach your community is considering to meet future demand. For each approach your community is considering, provide information about the amount of

future water demand to be met using that approach, the timeframe to implement the approach, potential partners, and current understanding of the key benefits and challenges of the approach.

As challenges are being discussed, consider the need for: evaluation of geologic conditions (mapping, aquifer tests, modeling), identification of areas where domestic wells could be impacted, measurement and analysis of water levels & pumping rates, triggers & associated actions to protect water levels, etc.

D. Value-Added Water Supply Planning Efforts (Optional)

The following information is not required to be completed as part of the local water supply plan, but completing this can help strengthen source water protection throughout the region and help Metropolitan Council and partners in the region to better support local efforts.

Source Water Protection Strategies

Does a Drinking Water Supply Management Area for a neighboring public water supplier overlap your community? Yes No

If you answered no, skip this section. If you answered yes, please complete Table 32 with information about new water demand or land use planning-related local controls that are being considered to provide additional protection in this area.

Table 32. Local controls and schedule to protect Drinking Water Supply Management Areas

Local Control	Schedule to Implement	Potential Partners
<input type="checkbox"/> None at this time		
<input type="checkbox"/> Comprehensive planning that guides development in vulnerable drinking water supply management areas		
<input type="checkbox"/> Zoning overlay		
<input type="checkbox"/> Other:		

Technical assistance

From your community’s perspective, what are the most important topics for the Metropolitan Council to address, guided by the region’s Metropolitan Area Water Supply Advisory Committee and Technical Advisory Committee, as part of its ongoing water supply planning role?

- Coordination of state, regional and local water supply planning roles
- Regional water use goals
- Water use reporting standards
- Regional and sub-regional partnership opportunities
- Identifying and prioritizing data gaps and input for regional and sub-regional analyses
- Others: _____

GLOSSARY

Agricultural/Irrigation Water Use - Water used for crop and non-crop irrigation, livestock watering, chemigation, golf course irrigation, landscape and athletic field irrigation.

Average Daily Demand - The total water pumped during the year divided by 365 days.

Calcareous Fen - Calcareous fens are rare and distinctive wetlands dependent on a constant supply of cold groundwater. Because they are dependent on groundwater and are one of the rarest natural communities in the United States, they are a protected resource in MN. Approximately 200 have been located in Minnesota. They may not be filled, drained or otherwise degraded.

Commercial/Institutional Water Use - Water used by motels, hotels, restaurants, office buildings, commercial facilities and institutions (both civilian and military). Consider maintaining separate institutional water use records for emergency planning and allocation purposes. Water used by multi-family dwellings, apartment buildings, senior housing complexes, and mobile home parks should be reported as Residential Water Use.

Commercial/Institutional/Industrial (C/I/I) Water Sold - The sum of water delivered for commercial/institutional or industrial purposes.

Conservation Rate Structure - A rate structure that encourages conservation and may include increasing block rates, seasonal rates, time of use rates, individualized goal rates, or excess use rates. If a conservation rate is applied to multifamily dwellings, the rate structure must consider each residential unit as an individual user. A community may have a separate conservation rate that only goes into effect when the community or governor declares a drought emergency. These higher rates can help to protect the city budgets during times of significantly less water usage.

Date of Maximum Daily Demand - The date of the maximum (highest) water demand. Typically this is a day in July or August.

Declining Rate Structure - Under a declining block rate structure, a consumer pays less per additional unit of water as usage increases. This rate structure does not promote water conservation.

Distribution System - Water distribution systems consist of an interconnected series of pipes, valves, storage facilities (water tanks, water towers, reservoirs), water purification facilities, pumping stations, flushing hydrants, and components that convey drinking water and meeting fire protection needs for cities, homes, schools, hospitals, businesses, industries and other facilities.

Flat Rate Structure - Flat fee rates do not vary by customer characteristics or water usage. This rate structure does not promote water conservation.

Industrial Water Use - Water used for thermonuclear power (electric utility generation) and other industrial use such as steel, chemical and allied products, paper and allied products, mining, and petroleum refining.

Low Flow Fixtures/Appliances - Plumbing fixtures and appliances that significantly reduce the amount of water released per use are labeled "low flow". These fixtures and appliances use just enough water to be effective, saving excess, clean drinking water that usually goes down the drain.

Maximum Daily Demand - The maximum (highest) amount of water used in one day.

Metered Residential Connections - The number of residential connections to the water system that have meters. For multifamily dwellings, report each residential unit as an individual user.

Percent Unmetered/Unaccounted For - Unaccounted for water use is the volume of water withdrawn from all sources minus the volume of water delivered. This value represents water "lost" by miscalculated water use due to inaccurate meters, water lost through leaks, or water that is used but unmetered or otherwise undocumented. Water used for public services such as hydrant flushing, ice skating rinks, and public swimming pools should be reported under the category "Water Supplier Services".

Population Served - The number of people who are served by the community's public water supply system. This includes the number of people in the community who are connected to the public water supply system, as well as people in neighboring communities who use water supplied by the community's public water supply system. It should not include residents in the community who have private wells or get their water from neighboring water supply.

Residential Connections - The total number of residential connections to the water system. For multifamily dwellings, report each residential unit as an individual user.

Residential Per Capita Demand - The total residential water delivered during the year divided by the population served divided by 365 days.

Residential Water Use - Water used for normal household purposes such as drinking, food preparation, bathing, washing clothes and dishes, flushing toilets, and watering lawns and gardens. Should include all water delivered to single family private residences, multi-family dwellings, apartment buildings, senior housing complexes, mobile home parks, etc.

Smart Meter - Smart meters can be used by municipalities or by individual homeowners. Smart metering generally indicates the presence of one or more of the following:

- Smart irrigation water meters are controllers that look at factors such as weather, soil, slope, etc. and adjust watering time up or down based on data. Smart controllers in a typical summer will reduce water use by 30%-50%. Just changing the spray nozzle to new efficient models can reduce water use by 40%.
- Smart Meters on customer premises that measure consumption during specific time periods and communicate it to the utility, often on a daily basis.
- A communication channel that permits the utility, at a minimum, to obtain meter reads on demand, to ascertain whether water has recently been flowing through the meter and onto the premises, and to issue commands to the meter to perform specific tasks such as disconnecting or restricting water flow.

Total Connections - The number of connections to the public water supply system.

Total Per Capita Demand - The total amount of water withdrawn from all water supply sources during the year divided by the population served divided by 365 days.

Total Water Pumped - The cumulative amount of water withdrawn from all water supply sources during the year.

Total Water Delivered - The sum of residential, commercial, industrial, institutional, water supplier services, wholesale and other water delivered.

Ultimate (Full Build-Out) - Time period representing the community's estimated total amount and location of potential development, or when the community is fully built out at the final planned density.

Unaccounted (Non-revenue) Loss - See definitions for "percent unmetered/unaccounted for loss".

Uniform Rate Structure - A uniform rate structure charges the same price-per-unit for water usage beyond the fixed customer charge, which covers some fixed costs. The rate sends a price signal to the customer because the water bill will vary by usage. Uniform rates by class charge the same price-per-unit for all customers within a customer class (e.g. residential or non-residential). This price structure is generally considered less effective in encouraging water conservation.

Water Supplier Services - Water used for public services such as hydrant flushing, ice skating rinks, public swimming pools, city park irrigation, back-flushing at water treatment facilities, and/or other uses.

Water Used for Nonessential Purposes - Water used for lawn irrigation, golf course and park irrigation, car washes, ornamental fountains, and other non-essential uses.

Wholesale Deliveries - The amount of water delivered in bulk to other public water suppliers.

Acronyms and Initialisms

AWWA – American Water Works Association

C/I/I – Commercial/Institutional/Industrial

CIP – Capital Improvement Plan

GIS – Geographic Information System

GPCD – Gallons per capita per day

GWMA – Groundwater Management Area – North and East Metro, Straight River, Bonanza,

MDH – Minnesota Department of Health

MGD – Million gallons per day

MG – Million gallons

MGL – Maximum Contaminant Level

MnTAP – Minnesota Technical Assistance Program (University of Minnesota)

MPARS – MN/DNR Permitting and Reporting System (new electronic permitting system)

MRWA – Minnesota Rural Waters Association

SWP – Source Water Protection

WHP – Wellhead Protection

APPENDICES TO BE SUBMITTED BY THE WATER SUPPLIER

Appendix 1: Well records and maintenance summaries

Go to [Part 1C](#) for information on what to include in appendix

Appendix 2: Water level monitoring plan

Go to [Part 1E](#) for information on what to include in appendix

Appendix 3: Water level graphs for each water supply well

Go to [Part 1E](#) for information on what to include in appendix

Appendix 4: Capital Improvement Plan

Go to [Part 1E](#) for information on what to include in appendix

Appendix 5: Emergency Telephone List

Go to [Part 2C](#) for information on what to include in appendix

Appendix 6: Cooperative Agreements for Emergency Services

Go to [Part 2C](#) for information on what to include in appendix

Appendix 7: Municipal Critical Water Deficiency Ordinance

Go to [Part 2C](#) for information on what to include in appendix

Appendix 8: Graph of Ten Years of Annual Per Capita Water Demand for Each Customer Category

Go to [Objective 4 in Part 3B](#) for information on what to include in appendix

Appendix 9: Water Rate Structure

Go to [Objective 6 in Part 3B](#) for information on what to include in appendix

Appendix 10: Ordinances or Regulations Related to Water Use

Go to [Objective 7 in Part 3B](#) for information on what to include in appendix

Appendix 11: Implementation Checklist

Provide a table that summarizes all the actions that the public water supplier is doing, or proposes to do, with estimated implementation dates.

Appendix 12: Sources of Information for Table 10

Provide links or references to the information used to complete Table 10. If the file size is reasonable, provide source information as attachments to the plan.

Appendix 2

Water Level Monitoring Plan

The city monitors its wells as follows:

- Well #2, Well #3 and Well #4. Static and pumping water level measurements are manually taken 1 time/year using a steel or electronic tape.

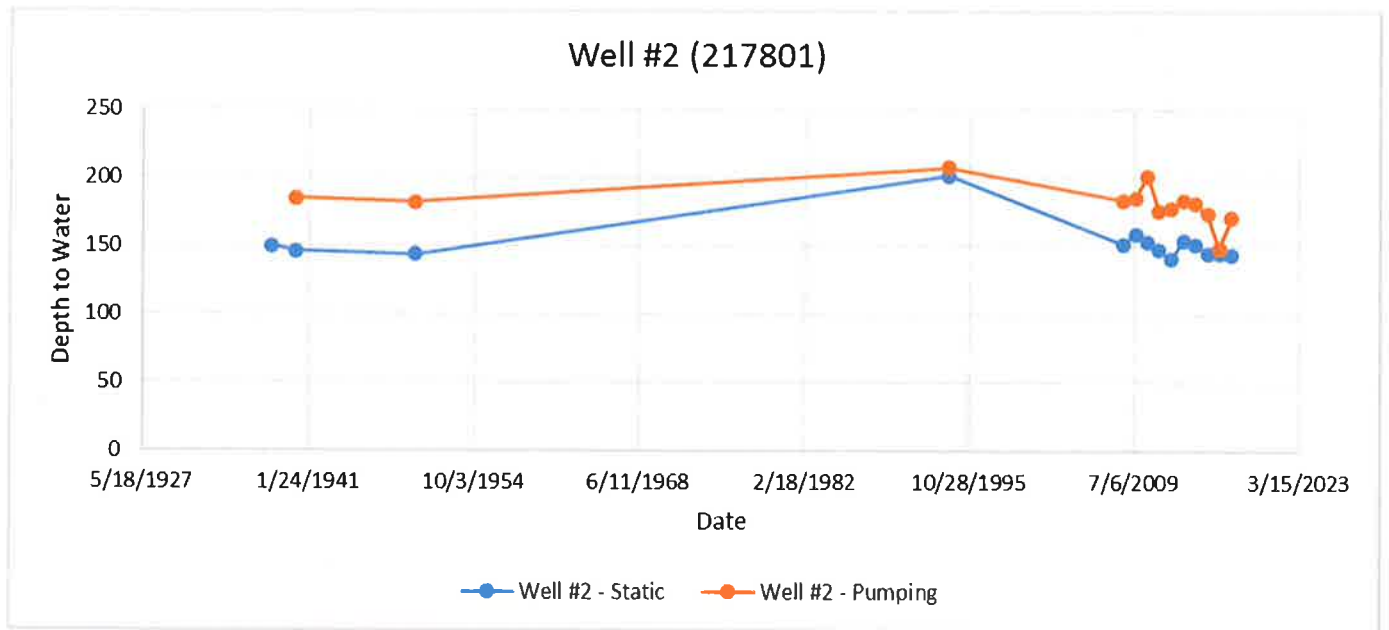
Appendix 3

Water level Graphs for each water supply well

Static levels are as follows:

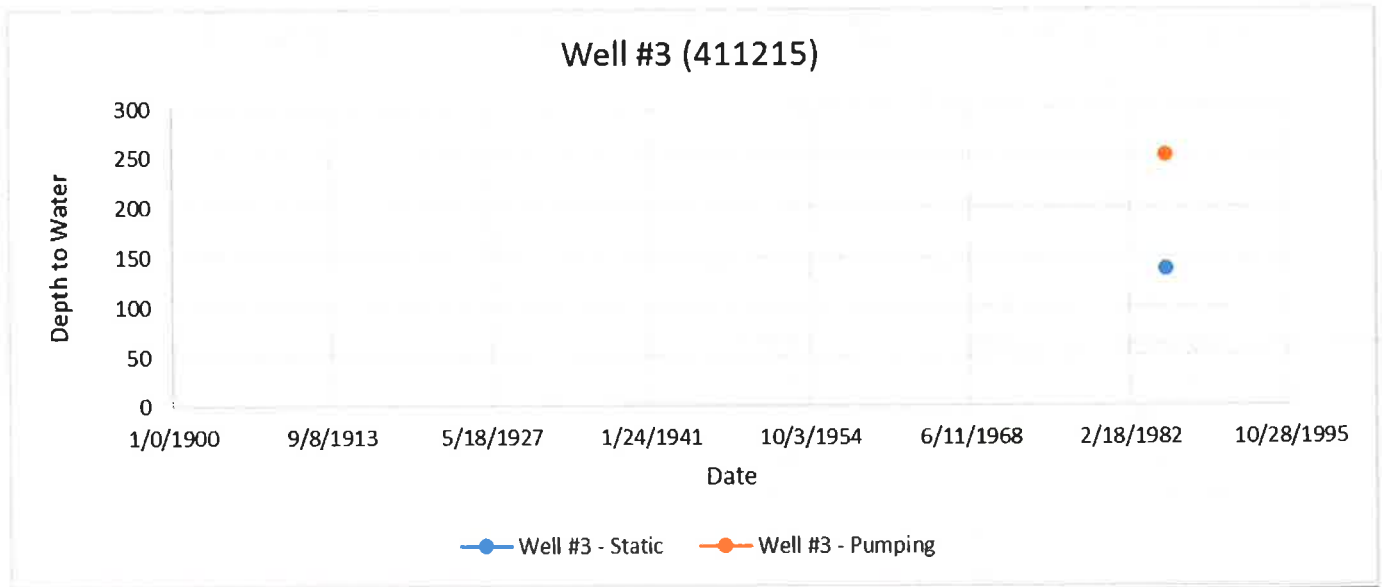
Well #2 Unique #217801

Date	Well #2 - Static	Well #2 - Pumping
1/1/1938	150	
1/9/1940	146	185
11/16/1949	144	182
2/8/1994	202	208
7/21/2008	152	184
7/27/2009	159	186
7/28/2010	153	202
7/21/2011	148	176
7/18/2012	141	178
8/12/2013	154	184
7/29/2014	152	182
8/10/2015	145	174
7/26/2016	145	149
7/25/2017	144	171



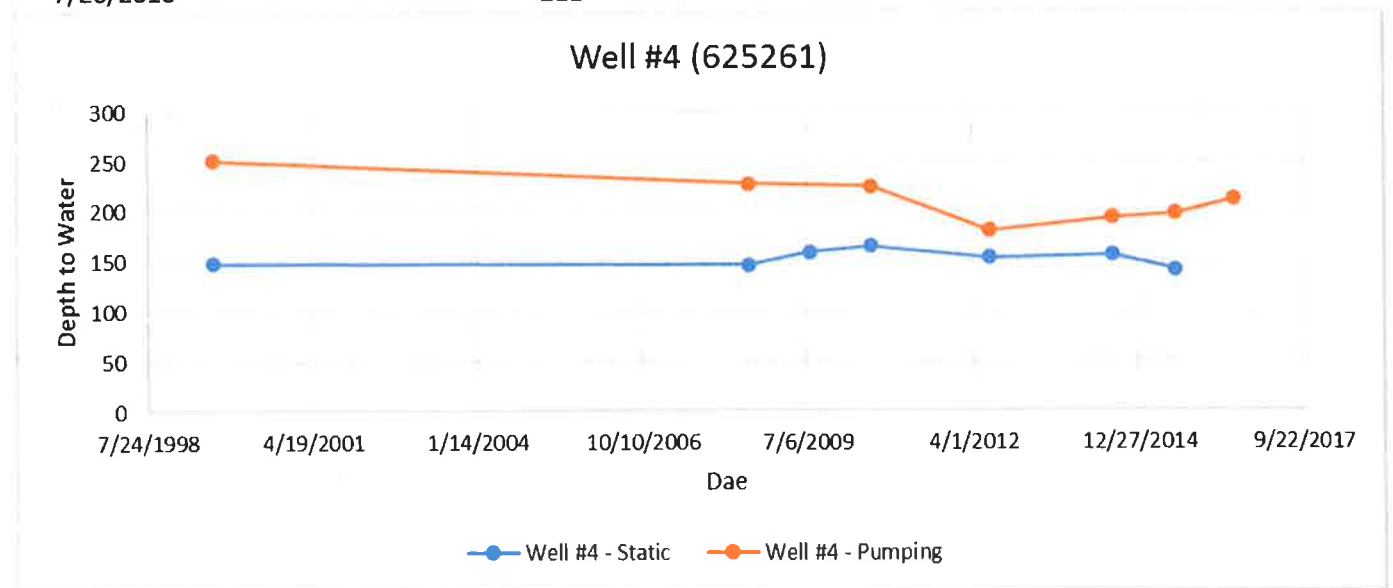
Well#3 Unique #411215

Date	Well #3 - Static	Well #3 - Pumping
3/27/1985	138	252



Well#4 Unique #731120

Date	Well #4 - Static	Well #4 - Pumping
8/22/1999	148	251
7/21/2008	146	227
7/27/2009	159	
7/28/2010	165	225
7/18/2012	153	180
7/29/2014	156	193
8/10/2015	141	197
7/26/2016		211



Appendix 7

Municipal Critical Water Deficiency Ordinances

See following attachments

Appendix 8
Graph Showing Annual per Capita Water Demand

Figure 1: Residential History (2005-2014)

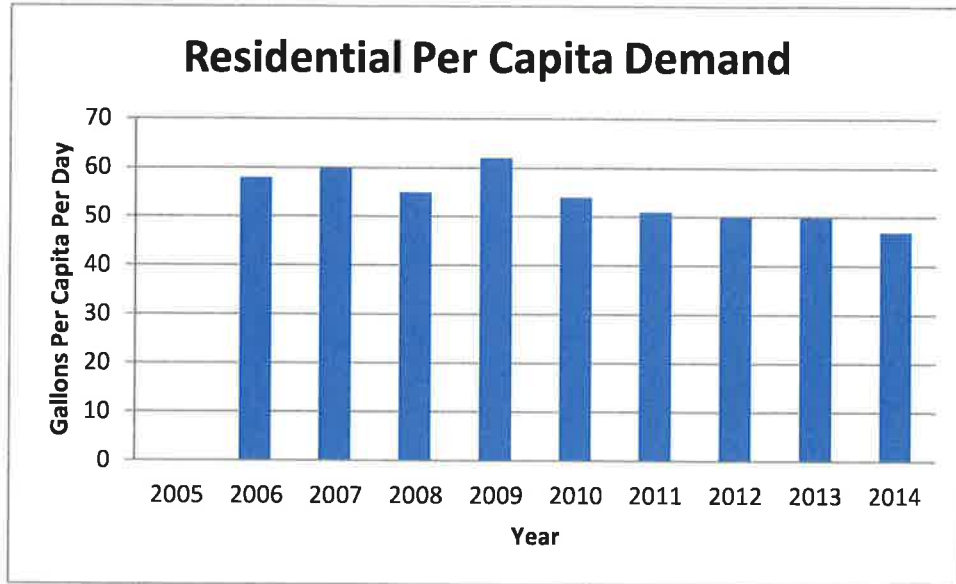
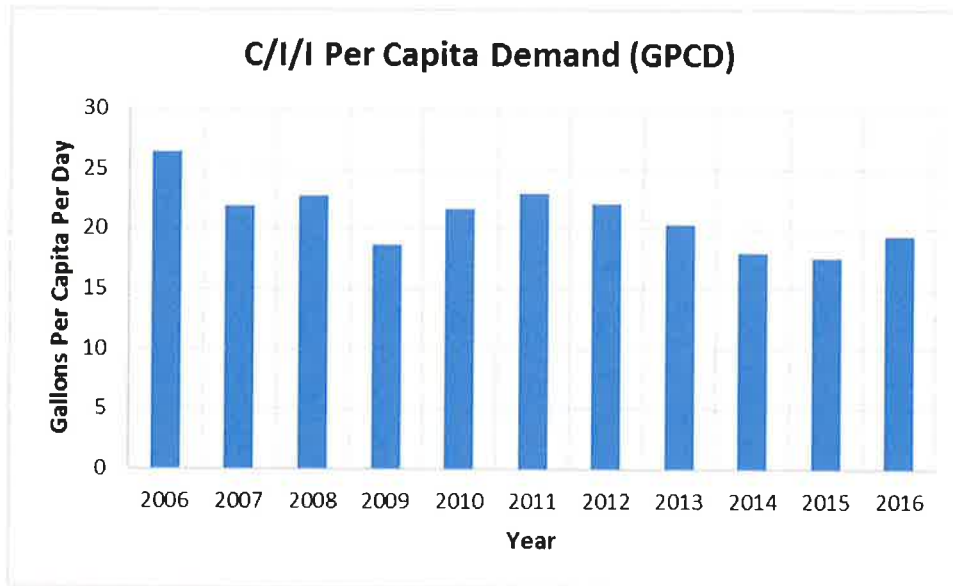


Figure 2: C/I/I History (2006-2016)



Appendix 10

Adopted or proposed regulations to reduce demand or improve water efficiency

See Appendix 7

Appendix 11

Implementation Checklist

The following summarizes actions the PWS is doing or proposes to do:

- 1) Meters are read monthly and the system implements a water leak detection program to identify leaks particular to the customer's home. Commercial meters are also being replaced, along with the meter being properly sized for the application to read accurate flow data. When leaks in the distribution system are discovered, the repairs are made as soon as possible. The City is doing a good job of tracking unaccounted for water uses throughout the year by adding water meters to public buildings, irrigation and keeping logs of water used when backwashing filter planer, flushing hydrants, water main breaks and Fire Department training and fire calls.
- 2) City plans possible expansion/addition to wells around 2018 (e.g. accept Well #3 from Seneca Foods).
- 3) City plans possible repair/replacement to distribution system around 2017 (e.g. replacement of aging infrastructure).
- 4) City plans possible expansion/addition to pressure zones around 2017 (e.g. looping of watermains to industrial park).
- 5) Continue leak detection monitoring by monthly utility billing and logging daily run times of flow meters.
- 6) City offers free or reduced cost water use audits for residential customers.
- 7) City implements a notification system to inform customers when water availability conditions change.
- 8) City makes available three energy rebates for efficient appliances.
- 9) City conducts audience-appropriate water conservation and outreach.
- 10) City plans to install enhanced meters capable of automated readings (e.g. replacing with smart meters by 2018).
- 11) City plans to investigate the reuse of reclaimed water (e.g. stormwater, wastewater effluent, etc.) by 2025.
- 12) City trains employees on how to conserve water.
- 13) City implements a notification system to inform non-residential customers when water availability conditions change.
- 14) City is considering adopting and implementing a stormwater management program.
- 15) City is considering adopting and implementing a private well ordinance.
- 16) City is considering adopting and implementing an outdoor lawn irrigation ordinance.
- 17) City offers \$25 rebates for washer/dishwasher replacements.
- 18) PeopleService provides audits and toilet leak tablets as part of ongoing service to the city.
- 19) City provides educational material to customers: billing inserts, CCRs, paid or unpaid advertisements, facility tours, displays and exhibits, etc.

APPLICATION FOR SOLID WASTE COLLECTION and/or DUMPSTER PERMIT 2020

COMPANY NAME: Waste management
 ADDRESS: 490 Industrial Blvd Winsted, MN 55395
 BUSINESS PHONE: 320 485-4061 FAX NUMBER: 320-485-3736
 CONTACT PERSON & PHONE NUMBER: Dan Behnke 320 485-4061
 EMAIL: dbehnke@wm.com

INSURANCE CARRIER & POLICY NUMBER: Attach Certificate of Liability Insurance/Worker's Comp Info

DISPOSAL SITE LOCATION(S): Spruce Ridge Landfill

SPECIFY SERVICES TO BE OFFERED (Residential, Commercial, Dumpster/Rolloff): all

DAYS & TIMES OF DAY FOR COLLECTION: 1 Monday
(Garbage Collection permitted between 6 am and 10 pm - set by City Council)

COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling).

* PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator.

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am - 10 pm) as set by the City Council from time to time; that all work shall be done in a neat and orderly manner; that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

12-18-19
Date of Application

Dan Behnke
Signature of Applicant

Date Council Approved

Mayor

Permitted: Residential Commercial Dumpster
(city staff to circle all approved for)

City Administrator

Permit Duration: _____
(mm/dd/yr - mm/dd/yr)



CERTIFICATE OF LIABILITY INSURANCE

1/1/2020

DATE (MM/DD/YYYY)
12/7/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES 3657 BRIARPARK DRIVE, SUITE 700 HOUSTON TX 77042 866-260-3538	CONTACT NAME: PHONE (A/C, No, Ext):		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURED 1300299 WASTE MANAGEMENT HOLDINGS, INC. & ALL AFFILIATED, RELATED & SUBSIDIARY COMPANIES INCLUDING: WASTE MANAGEMENT 490 INDUSTRIAL BOULEVARD WINSTED MN 55395-0609	INSURER A: ACE American Insurance Company		22667
	INSURER B: Indemnity Insurance Co of North America		43575
	INSURER C: ACE Fire Underwriters Insurance Company		20702
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES MNWINSTE CERTIFICATE NUMBER: 15768908 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU INCLUDED <input checked="" type="checkbox"/> ISO FORM CG00010413 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	HDO G71212993	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 5,000,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 6,000,000 PRODUCTS - COMP/OP AGG \$ 6,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> MCS-90 <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	MMT H2527863A	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	XOO G27929242 004	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$ XXXXXXXX
B A C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLR C65435846 (AOS) WLR C65435809 (CA & MA) SCF C65435883 (WI)	1/1/2019 1/1/2019 1/1/2019	1/1/2020 1/1/2020 1/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 3,000,000 E.L. DISEASE - EA EMPLOYEE \$ 3,000,000 E.L. DISEASE - POLICY LIMIT \$ 3,000,000
A	EXCESS AUTO LIABILITY	Y	Y	XSA H25278598	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT \$9,000,000 (EACH ACCIDENT)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 BLANKET WAIVER OF SUBROGATION IS GRANTED IN FAVOR OF CERTIFICATE HOLDER ON ALL POLICIES WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT WHERE PERMISSIBLE BY LAW. CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED (EXCEPT FOR WORKERS' COMP/EL) WHERE AND TO THE EXTENT REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER**CANCELLATION**

15768908

FOR INFORMATION PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



WASTE MANAGEMENT
 PO BOX 3027
 1-844-492-9416, WMSC.AP@WM.COM
 HOUSTON, TX 77253-3027

Check No. 0014456235
 Check Date 12/26/2019
 Check Amount \$100.00



US-000551 0001 0001 000554
 CITY OF ARLINGTON MN
 204 W SHAMROCK DR
 ARLINGTON MN 55307-9800

INVOICE AND PAYMENT STATUS CAN
 BE REVIEWED ONLINE AT
 HTTP://WM.INVOICEINFO.COM



Date	Invoice No/Description	Amount	Discount	Total Due
12/18/2019	1593-121819	\$100.00		\$100.00
TOTAL				\$100.00

↓ PLEASE FOLD ON PERFORATION AND DETACH HERE ↓

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT.

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.



WASTE MANAGEMENT
 PO BOX 3027
 1-844-492-9416, WMSC.AP@WM.COM
 HOUSTON, TX 77253-3027

0014456235
 December 26, 2019
 70-2328/719
 VOID AFTER 90 DAYS

Amount: **One Hundred dollars and 00 cents**

****\$100.00****

Pay to the order of
 CITY OF ARLINGTON MN
 204 W SHAMROCK DR
 ARLINGTON MN 55307-9800

Bank of America N.A.
 Commercial Disbursement Account
 Northbrook, IL 60067

Duma Rankin

AUTHORIZED SIGNATURE

⑈0014456235⑈ ⑆071923284⑆ 87654⑈03178⑈

APPLICATION FOR SOLID WASTE COLLECTION and/or DUMPSTER PERMIT 2020

COMPANY NAME: RENVILLE SIBLEY SANITATION LLC

ADDRESS: P.O. BOX 296, GIBBON MN 55335

BUSINESS PHONE: 507 834 6168 FAX NUMBER: N/A

CONTACT PERSON & PHONE NUMBER: BRUCE A. PRIGGE 507 834 6168

EMAIL: rssbandit@gmail.com

INSURANCE CARRIER & POLICY NUMBER: ^{Faxed by agent} Attach Certificate of Liability Insurance/Worker's Comp Info

DISPOSAL SITE LOCATION(S): SPRUCE RIDGE LANDFILL, MWPC MANKATO, VALLEY DEMOLITION

SPECIFY SERVICES TO BE OFFERED (Residential , Commercial , Dumpster/Rolloff): _____

DAYS & TIMES OF DAY FOR COLLECTION: MONDAY, TUESDAY, WEDNESDAY, FRIDAY.
(Garbage Collection permitted between 6 am and 10 pm – set by City Council)

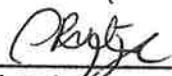
COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling).

PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator.

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am – 10 pm) as set by the City Council from time to time; that all work shall be done in a neat and orderly manner; that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

12/27/19
Date of Application


Signature of Applicant

Date Council Approved

Mayor

Permitted: Residential Commercial Dumpster
(city staff to circle all approved for)

City Administrator

Permit Duration: _____
(mm/dd/yr - mm/dd/yr)

RENVILLE SIBLEY SANITATION LLC

75-119/919

4260

507-834-6168
1254 ADAMS AVE PO BOX 296
GIBBON, MN 55335

DATE 12/27/19²⁰ PMP

© DELIAE GRUBB COMPANY
SPECIALTY BLUE INK SECURITY



PAY TO City of Arlington
THE ORDER OF

\$ 100.00

One hundred dollars only

DOLLARS

Heat
Reactive
Ink

Citizens
BANK MINNESOTA

PO BOX 3, Lafayette, MN 56054
507-228-8283

MEMO Solid waste license 2020

Reyts

MP

⑆091901192⑆ 0200335901⑆ 04260

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK, DETAILS ON BACK.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/31/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER OGDEN INSURANCE AGENCY, LLC PO BOX 433 GIBBON, MN 55335	CONTACT NAME: DARIN OGDEN PHONE (A/C, No, Ext): 507-834-6881 FAX (A/C, No): E-MAIL ADDRESS:																					
INSURED RENVILLE-SIBLEY SANITATION LLC PO BOX 296 GIBBON, MN 55335	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td style="width: 50%;">INSURER A :</td> <td style="width: 30%;">GRINNELL MUTUAL REINSURANCE CO</td> <td style="width: 20%; text-align: center;">14117</td> </tr> <tr> <td>INSURER B :</td> <td>SFM RISK SOLUTIONS</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	GRINNELL MUTUAL REINSURANCE CO	14117	INSURER B :	SFM RISK SOLUTIONS		INSURER C :			INSURER D :			INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A :	GRINNELL MUTUAL REINSURANCE CO	14117																				
INSURER B :	SFM RISK SOLUTIONS																					
INSURER C :																						
INSURER D :																						
INSURER E :																						
INSURER F :																						

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS								
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		0000802375	10-26-19	10-26-20	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000								
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		0000802376	10-26-19	10-26-20	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$								
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y N/A	550996	12-24-19	12-24-20	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-x-small;"> <tr> <th style="width: 60%;">WC STATUTORY LIMITS</th> <th style="width: 40%;">OTHER</th> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 100,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 100,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 500,000</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$ 100,000	E.L. DISEASE - EA EMPLOYEE	\$ 100,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000
WC STATUTORY LIMITS	OTHER													
E.L. EACH ACCIDENT	\$ 100,000													
E.L. DISEASE - EA EMPLOYEE	\$ 100,000													
E.L. DISEASE - POLICY LIMIT	\$ 500,000													

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

PRIMARY BUSINESS LOCATION IS AT 545 E MILL RD IN GIBBON, MN 55335. THE POLICIES & COVERAGES LISTED INCLUDE ANY & ALL BUSINESS OPERATIONS COMPLETED BY RENVILLE-SIBLEY SANITATION, LLC.

CERTIFICATE HOLDER

CITY OF ARLINGTON
 ATTN: PATRICK MELVIN
 204 SHAMROCK DR
 ARLINGTON, MN 55307

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

APPLICATION FOR SOLID WASTE COLLECTION and/or DUMPSTER PERMIT 2020

COMPANY NAME: Gaylord Sanitation Inc

ADDRESS: 19 6th St P.O. Box 145 Gaylord Mn 55334

BUSINESS PHONE: 507-237-2274 FAX NUMBER: _____

CONTACT PERSON & PHONE NUMBER: Jess Wibstad 507-327-4370

EMAIL: jwibstad@yahoo.com

INSURANCE CARRIER & POLICY NUMBER: Attach Certificate of Liability Insurance/Worker's Comp Info

DISPOSAL SITE LOCATION(S): Spruce Ridge Landfill, Minnesota Waste Processing, Ponderosa Landfill

SPECIFY SERVICES TO BE OFFERED (Residential, Commercial, Dumpster/Rolloff): Residential, Commercial, Dumpsters & Rolloffs

DAYS & TIMES OF DAY FOR COLLECTION: Mon-Fri 6am-6pm
(Garbage Collection permitted between 6 am and 10 pm - set by City Council)

COST OF SERVICE(S): Attach a copy of your complete fee schedule (include: delivery/pickup charges, tax, fuel surcharge, recycling). 64gal cart 17.64 / 96gal cart 20.10 / 240 56.73 / 480 101.64 / 640 148.91
840 211.82

PERMIT FEE (residential and commercial): \$100.00. This fee is non-refundable and cannot be transferred to any other operator.

I hereby acknowledge that I have received a copy of the City Ordinances related to solid waste collection and/or dumpster use and do fully understand the rules and/or guidelines as set forth therein.

Also, I hereby agree, that in the case such permit is granted, I will abide by City collection dates and times (6 am - 10 pm) as set by the City Council from time to time; that all work shall be done in a neat and orderly manner; that all equipment used shall be designed and built specifically for refuse and/or recyclable material collection and shall be of the covered, all metal type so that such material being collected and transported will not be seen, will not blow, fall or leak from the vehicle. Also, the licensee shall maintain all equipment used in a clean and sanitary condition; to comply with all the ordinances of said City applicable thereto.

12-23-19
Date of Application

[Signature]
Signature of Applicant

Date Council Approved

Mayor

Permitted: Residential Commercial Dumpster
(city staff to circle all approved for)

City Administrator

Permit Duration: _____
(mm/dd/yr - mm/dd/yr)



GAYLORD SANITATION INC
 917 COURT AVE
 GAYLORD, MN 55334-2266

12138
 75-876/919

PAY TO THE
 ORDER OF

City of Arlington
One hundred & no/100

DATE *12-29-19*

\$ *100.00*



ProGrowth Bank
 888.244.3490 / www.progrowth.com

DOLLARS Security features included. Details on back.

AEMO

Richard J. Wiskul

⑈012138⑈ ⑆091908768⑆

00 468 5⑈

Traditional Blue



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/02/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Community Insurance Agency of Gaylord
118 4th Street P O Box 3560
Gaylord, MN 55334

CONTACT NAME: Laurie
PHONE (A/C, No, Ext): 507-237-2710 FAX (A/C, No):
E-MAIL: lbrockhoff@mchsi.com
ADDRESS:

INSURED

GAYLORD SANITATION INC
P O Box 145
Gaylord, MN 55334

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	PIONEER SPECIALTY INSURANCE COMPANY	
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 00001445-144866

REVISION NUMBER: 36

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CPP 0015590 07	03/09/2019	03/09/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		CPP 0015556 07	03/09/2019	03/09/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION S	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	UMB 1001154 07	03/09/2019	03/09/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y N/A	WCV 0010685 07	03/09/2019	03/09/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GARBAGE & RECYCLING PICKUP

Workers Comp: Jess Wibstad owner is excluded from work/comp

CERTIFICATE HOLDER

CITY OF ARLINGTON
204 SHAMROCK DRIVE
ARLINGTON, MN 55307

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Laurie Brockhoff
(LMB)

Pat Melvin

From: Ross Arneson <ross@arnesonlegal.com>
Sent: Thursday, January 02, 2020 4:03 PM
To: Pat Melvin
Subject: RE: Donation from City to HAM radio operators for assistance in Arli-Dazzle

Pat:

The City cannot "donate" taxpayer money to anyone. What we can do is "support" community activities, such as Arlington Night Out or Arlidazzle. They have freedom to pass on the money to the HAM radio people.

Thanks,

Ross

From: Pat Melvin [mailto:pmelvin@arlingtonmn.com]
Sent: Thursday, January 02, 2020 2:27 PM
To: Ross Arneson <ross@arnesonlegal.com>
Cc: John Petterson <jpetterson@arlingtonmn.com>
Subject: Donation from City to HAM radio operators for assistance in Arli-Dazzle

Ross:

Can the City of Arlington make a \$500 donation to the HAM Radio operators for their service over the last 11 years helping out in the Arli-Dazzle event? Or as an alternative could the Arlington Night Out group make a donation in this amount to the HAM radio group?

Thanks,

Pat Melvin,

City Administrator



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